



Advanced Electronic Records Institute

Adaptive Workflows for Responding to Technology

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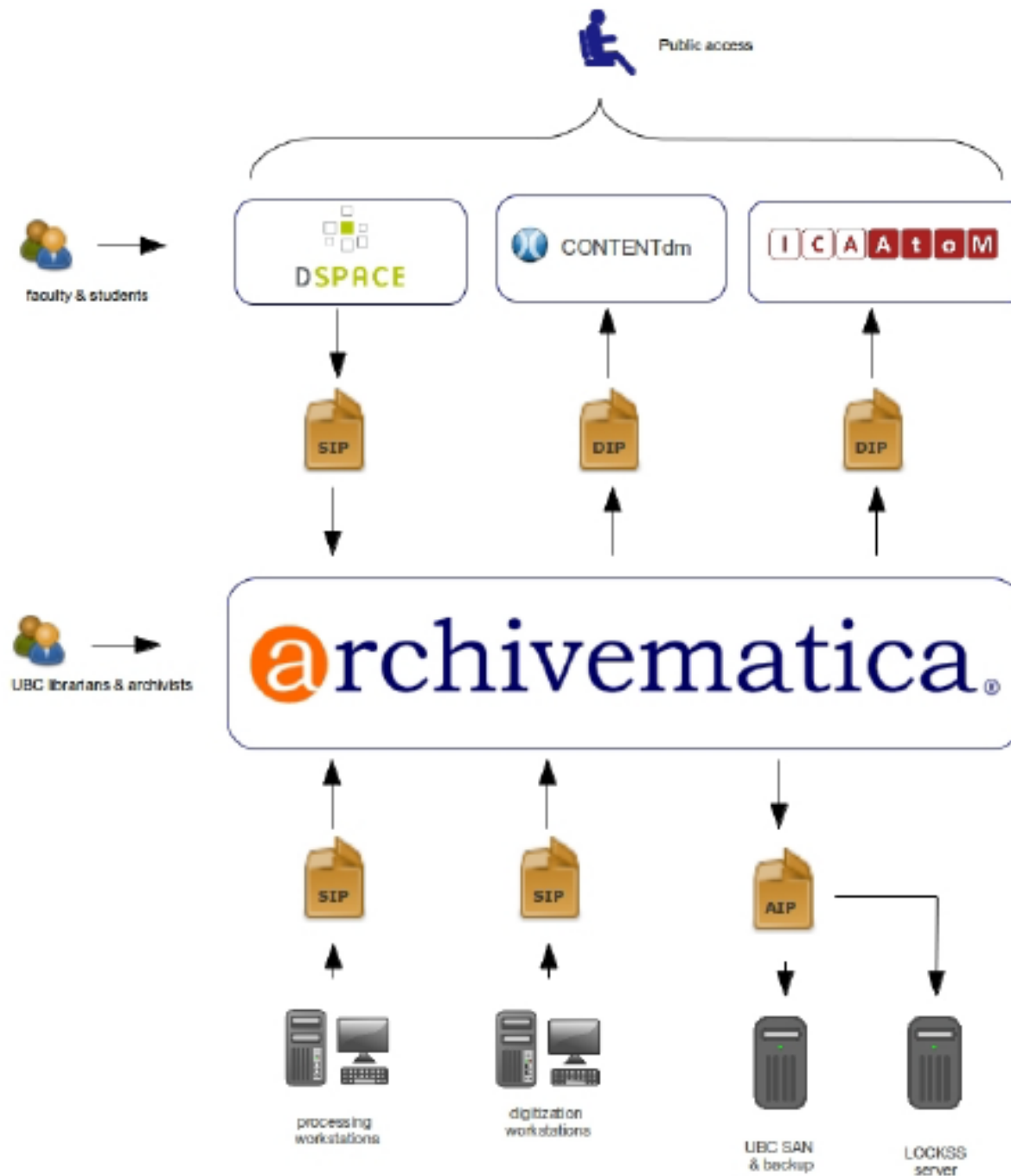
This project made possible by a grant from the U.S. Institute of Museum and Library Services

Adaptive Workflows

Characteristics

- Based on policy, function, task, storage
 - Not based on tools
- Use overlays to identify technologies
 - Leave room for adaptation
- Focus on the *What* not the *How*

Understanding Technological Interaction



Adapting to Technology

Disruptions in workflows

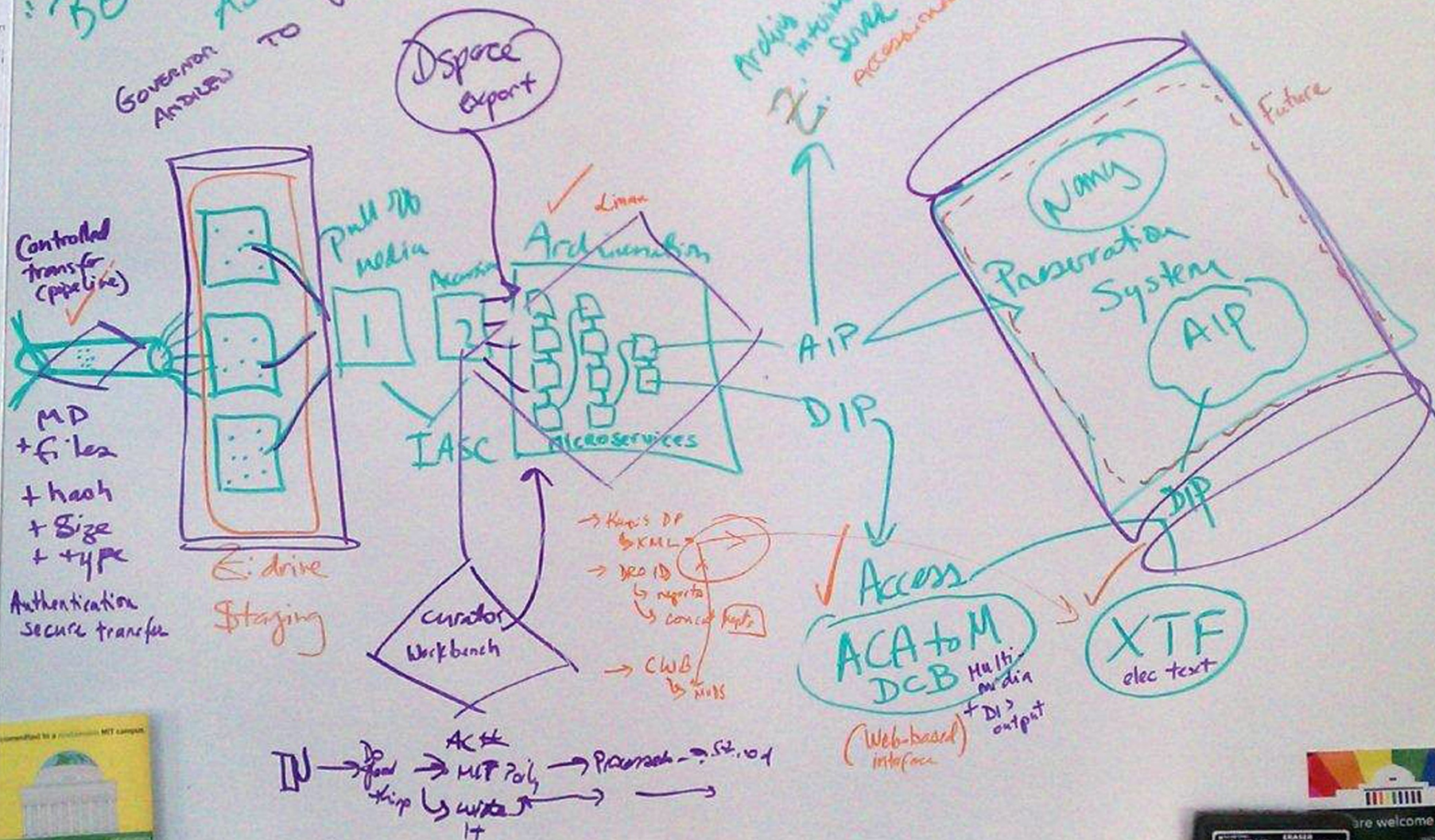
- Order of tasks might change
- Grouping of functions
- Where tasks are initiated
- New or better tools are available
- Who / Roles involved might change
- System integration changes

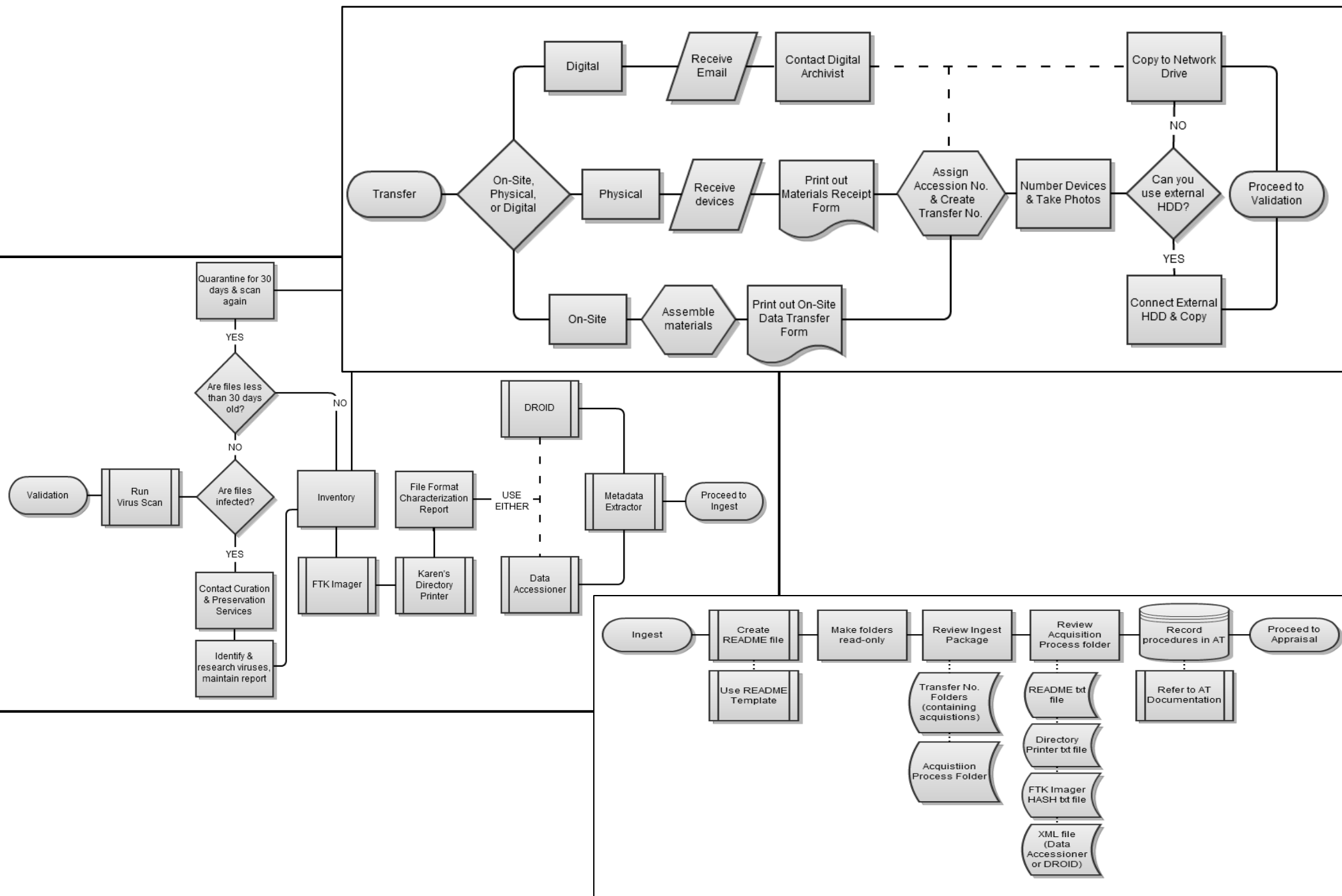
Challenges

- Work flow
- Data flow
- Object flow

What is your message? How do you convey this?

"BE THOU THE
ADVOCATE"
GOVERNOR
ANDREW TO WBR

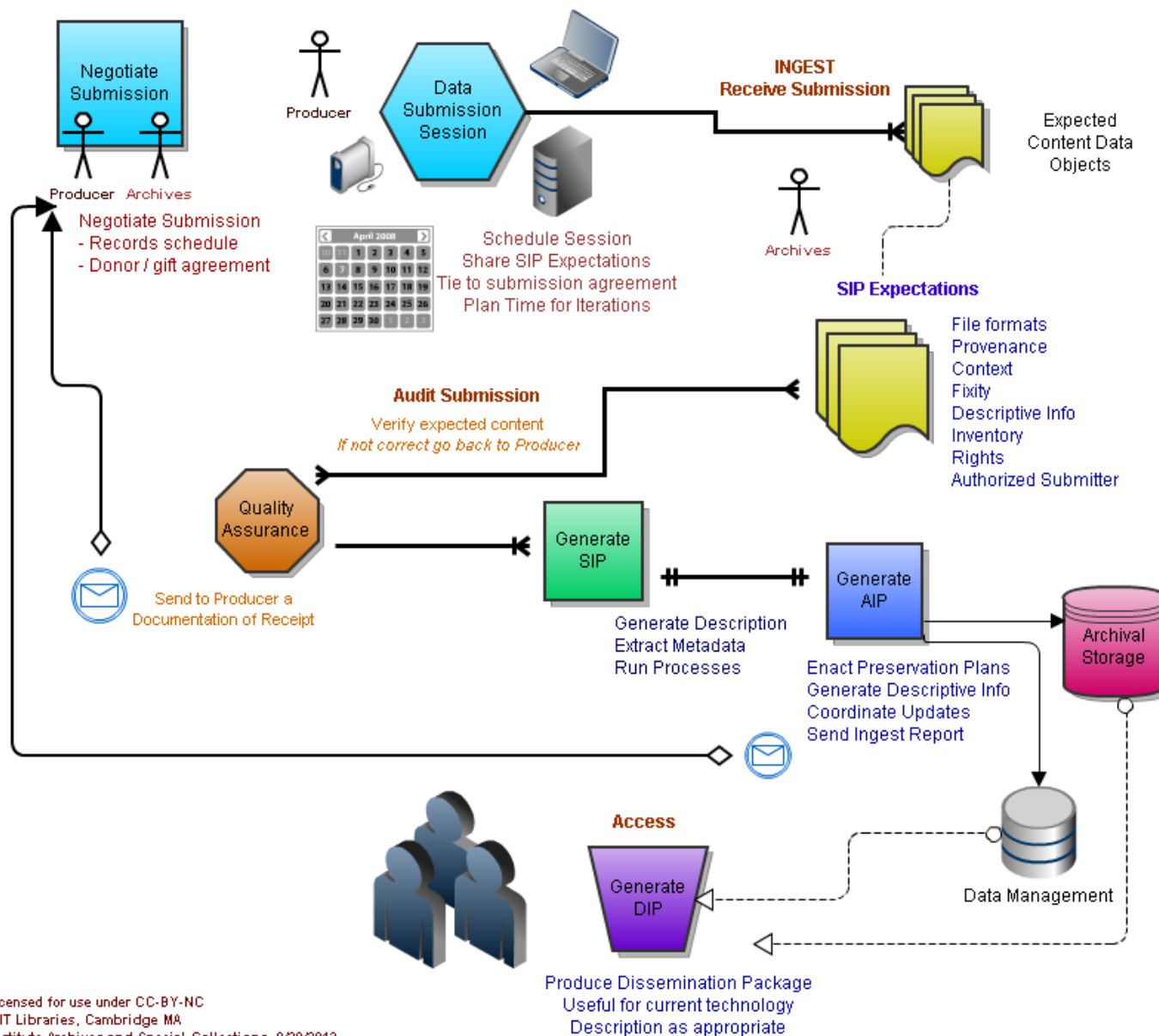




Focusing on What and Where

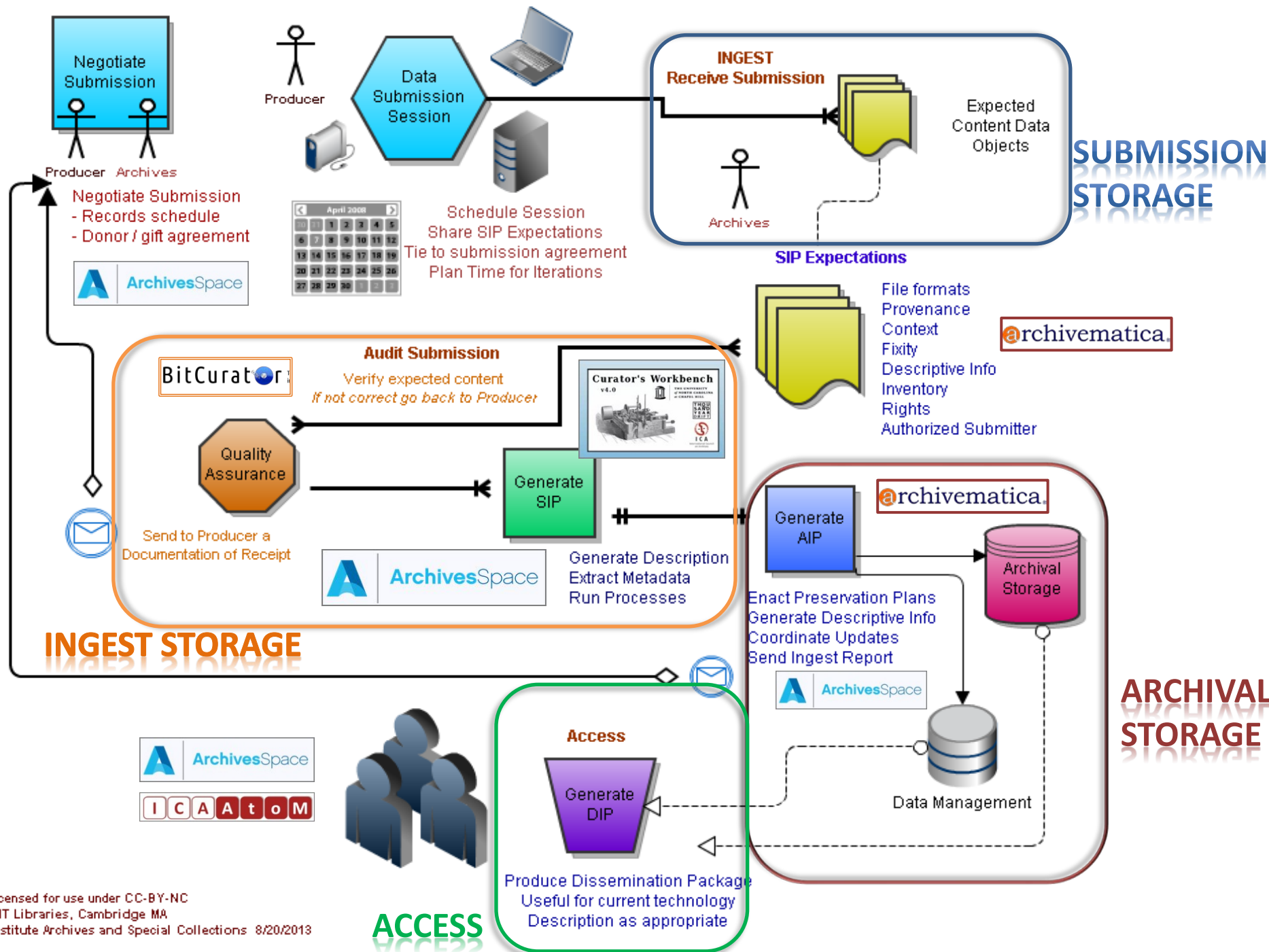
PAIMAS and OAI diagram showing Producer and Archive responsibilities

Kari R. Smith, Digital Archivist at MIT Libraries



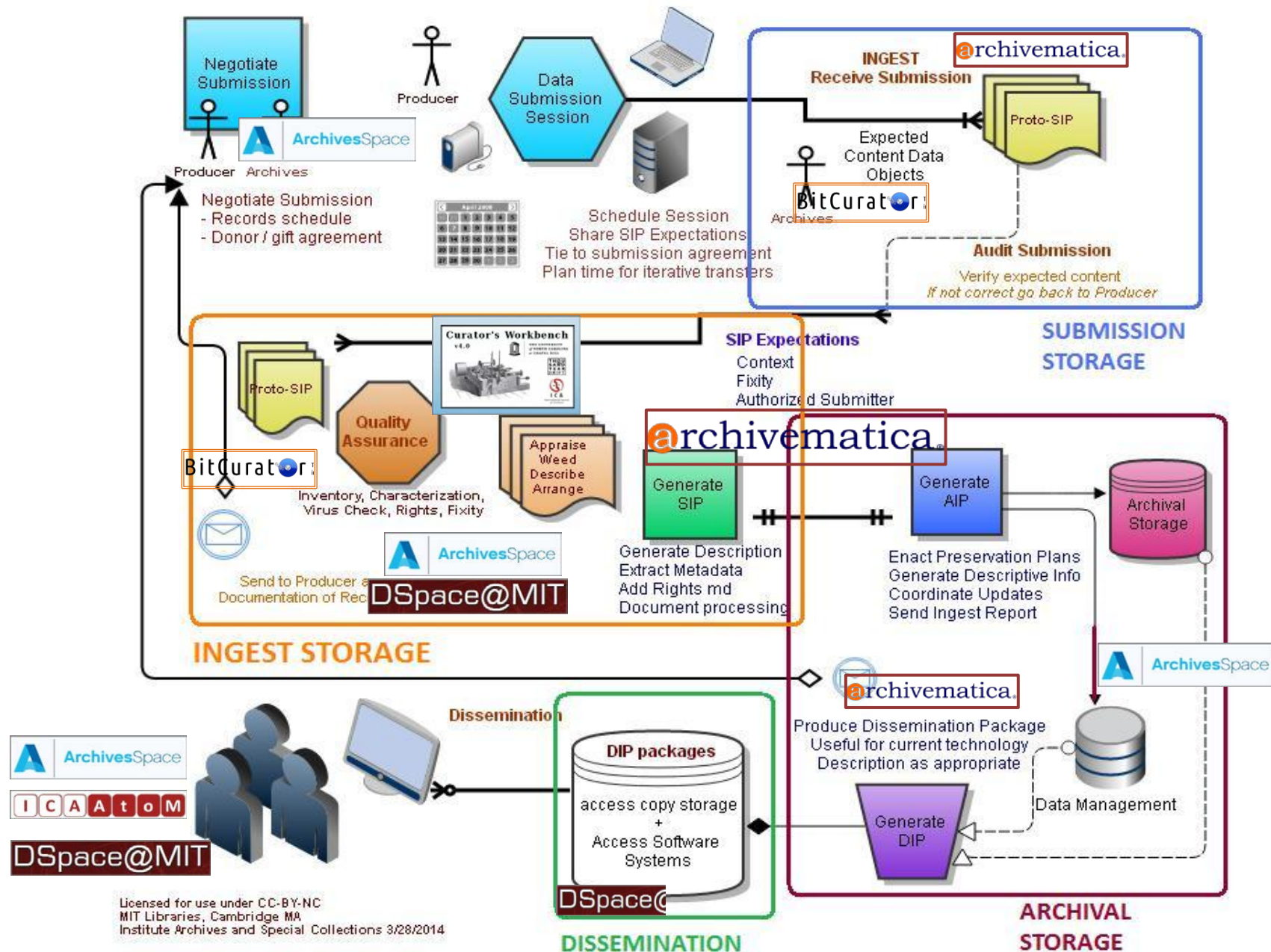
PAIMAS and OAIS diagram showing Producer and Archive responsibilities

Kari R. Smith, Digital Archivist at MIT Libraries



Update the How When Appropriate

PAIMAS and OASIS diagram showing Producer and Archive roles
with tools and storage spaces, version 2.0
Kari R. Smith, Digital Archivist at MIT Libraries



Sharing the Development

Blog posts sharing and discussing the development of the workflows linking to documents and forms that support the work as well as to examples that we used.

- <http://libraries.mit.edu/digital-archives/documenting-process-flow/>
- <http://libraries.mit.edu/digital-archives/visualizing-paimas-and-oais/>
- <http://libraries.mit.edu/digital-archives/integrating-tools/>

Modular Design

Use functionality from technology solutions

- Map these onto your Data flow
- Map these onto your Storage spaces
- Map these onto your Roles and to Policies

Use workflows to identify gaps, bottlenecks, and duplicate tasks or object manipulation