Something Borrowed, Something Gained: Use of Lean and Agile Techniques in Archival Processing

Brian Wilson
Digital Access & Preservation Archivist

Mid-Michigan Digital Practitioners Meeting
March 24, 2017
Wayne State University
2016 SAA Annual Meeting, Session 609

“Into the Scrum: Applying Agile Project Management to Archival Processing”

Jackie Dean
Matt Francis
Martin Gengenbach
Carrie Hintz
Tracy Jackson

http://sched.co/6mYz
Borrow

- Standup Meetings
- Kanban Board
- Processing Sprints
Standup Meetings

• Processing and Digitization team
  • Five FT and PT staff
• Held once-per-week 1 hr sit-down
  • Seemed like too much and inefficient

• Switched to
  • Once-per-week 10-15 min standup
    • What is happening this week? Any roadblocks?
    • In my office
  • Once-per-month 1 hr sit-down
    • Published agenda
    • In conference room outside of work area
Kanban Board

Columns And Lanes. Oh, My!
Processing Sprints

• Sprints feature
  • Defined scope of work
  • Specified length of time

• Our implementation
  • Decide on broad topic or area in advance
    • Create a list of related collections
    • Select specific work on sprint day one
  • One calendar month duration
Processing Sprints

- **February: African American related collections**
  - 8 collections; 4 acquired 10+ yrs ago
  - 15 newly digitized or newly online images

- **March: Women’s History related collections**
  - 8 collections; 4 acquired 10+ yrs ago
  - 7 digital images

- **Future 2017 sprints**
  - Agriculture related collections
  - Shelf ranges w/ unprocessed materials
Gains

- 11.25 hrs less per month in meetings
- More visibility for
  - Amount of work
  - Work process
  - Results
- Exposing hidden collections
- Feeling of accomplishment
- Lists of target collections -> Subject guides
Thank You!

Brian Wilson
Digital Access & Preservation Archivist
Benson Ford Research Center
The Henry Ford
brianw@thehenryford.org
@brilwil