7 Stages of a New Direct Submission Process for ETDs
Workflow when moving ETDs to direct submission through Digital Commons

1. Information Gathering
   1.1. Stakeholders (Graduate School, digital staff, etc.)
       • What is your goal?
       • What are you trying to accomplish?
       • How does this fit with other initiatives?
       • What do you like? What do you want to change?
       • What is your timeline
   1.2. BePress Support
       • Are there best practices?
       • Can you share other examples?
       • What issues should be considered?
   1.3. Other bePress users (GoogleGroups)
       • What have you done?
       • Any surprises?

2. Evaluation & Implementation
   2.1. Submission form
       • What works and what needs to be changed?
       • Other initiatives to consider (e.g., DOIs, adding Discipline, etc.)
   2.2. Series structure
       • Bucket ETD series vs. College-specific series
   2.3. Repository structure
       • Changes at the community levels?
   2.4. Other workflow questions
       • Approving metadata
       • Creating MARC records

3. Behind-the-Scenes
   3.1. Administrator privileges
       • Who needs access and at what level?
       • Who needs (or wants) to receive email notifications?
   3.2. Submission agreement
   3.3. Email template
       • Customizing messages sent by staff
   3.4. Training
       • Coordinate with bePress support

4. Documentation
   4.1. External: Instructions for students and for administrators
   4.2. Repository pages
   4.3. Internal: Documenting decisions and workflow procedures

Emily Stenberg, Washington University in St. Louis, July 31, 2014
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5. Testing
   5.1. Submission form on demo site
   5.2. Review instructions and distribute for feedback
   5.3. Move form to live site
       • Update links

6. Launch

7. Troubleshoot, Debrief, and Update