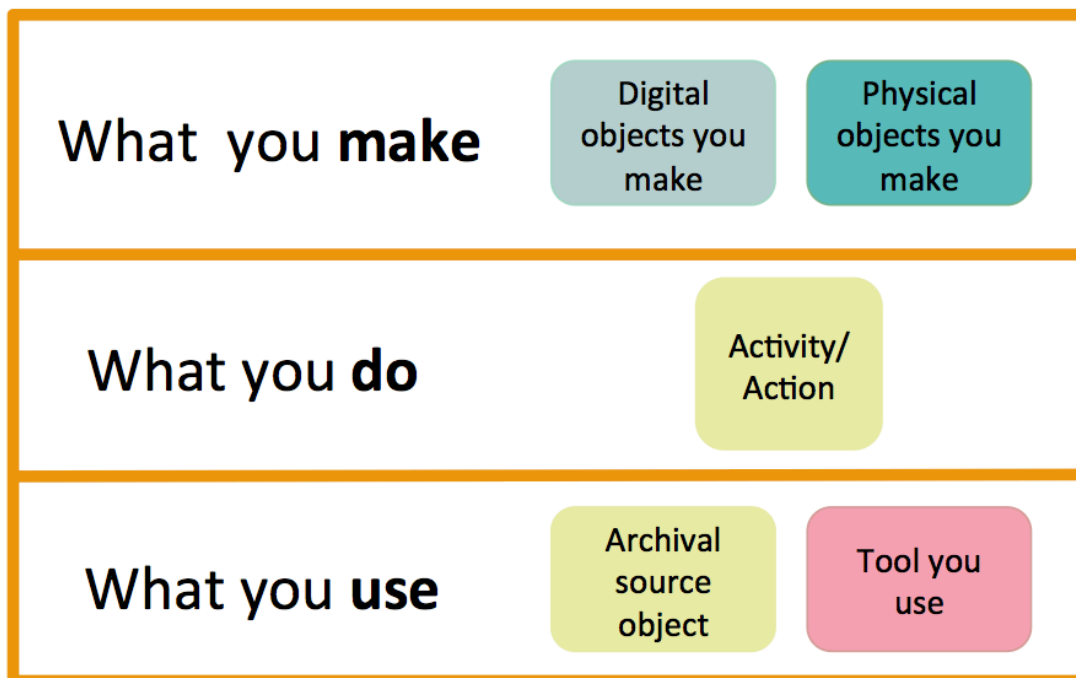


## Workflow Mapping Activity: Cheat sheet

- **Activity:** Short action statements about what that stage will do and/or accomplish.
- **Digital objects you make:** The things that you “make” during the project, but end up as digital files. Examples: image files, Word/Excel documents, PDFs, recordings, etc. Provide the names and locations when possible.
- **Physical objects you make:** The physical things you collect during the project, including notes, Xerox copies, drawings, diagrams, maps, etc.
- **Archival source object:** The name, as specific as possible, of the archival source, collection, box, or other object that you will be examining during this activity. Add the finding aid ID or box ID if available. You may need to go higher level and list the archives name or person’s name if you’re working at the higher level.
- **Tool you use:** This can be any hardware or software used to accomplish the activity at hand.



Example Completed Workflow Diagram, for reference

