WEEKLY WRITING JOURNAL: Week of April 29th, 2019

TASKS

Today I was researching and compiling contact information for a new directory. This is intended for the same database that will assist students and faculty in navigating CUNY culture and information services. After I have finished it, I will upload it to SharePoint to be used in the content management system.

PROCESS

To create this document, I built a template in excel for the contact fields of the top five departments at each of the CUNY branches. Through http://www2.cuny.edu/about/university-resources/telephone-email-directories/ I found links to each of the CUNY schools. Then I went to each school's website and searched through their directory for the desired office. Once I located the office, I copied the phone number, email address, and physical address of that office. That information went into my template. This was harder for some as each school has a different campus and organizes offices differently.

OBSTACLES

Furthermore, one of the offices I was targeting had different titles at different campuses. This required reading descriptions of offices to ensure I was collecting the information for the correct intended purposes. After confirming the office title matched the

services I intended to compile in my document, I copied and labeled that campuses office in my

template.