# Action Plan Updated to July 2002

## 2002-2003 Objectives and Time Table

| Activities / Objective | Method / Strategy | Contributors | Time line | Comments |
|---|---|---|---|---|
| I. Literature Review | Online databases | final bibliography selected by the Steering Committee | Completed by January 31, 2002 | with continuous updating |
| II. Three Surveys | Student Survey (demographics and needs assessment) to be mailed Faculty Survey Library Survey existing and planned services and policies) by interview using survey previously mailed | Random sample of DE student population Faculty, Instructors Participating Novanet libraries | March 2002 | surveys distributed but returns still coming in throughout February; data entry more time - consuming than expected |
| III. Develop a tentative Service Model in the form of a Discussion Paper | based on responses to the surveys | input from the DE Working Group and DE Liaisons at libraries at 8 universities and the community college | April-May 2002 | data entry for library survey continues. Discussion paper to integrate findings of all three surveys (5 surveys if you count the comments as separate) |
| IV. Stake Holders Forum | by invitation small conference / workshop format | representatives of DE students, DE faculty / instructors / coordinators of programs and library staff | May 2002 | more realistic for careful planning for 50 participants |
| V. Business Plan for Pilot Project | based on outcomes of the forum. | Recruit student and faculty representatives for the Steering Committee (DE Working Group) | June-July 2002 | prepare proceedings or summary document; consultations in development of the business plan; it is required before (Aug.5, 2002) |
| VI. Select suite of innovative information and learning technologies for testing | Committee to attend one technology conference; update literature review | Steering Committee | June-July 2002 | must research specs and possibly prepare tender documents or RFPs for a number of products |
| VII. Recruit: Assistant Project Manager and library staff | Identify skills needed & benefits to be derived Develop publicity on project goals, objectives with examples of complementary skills: | Steering Committee contact library staff of Novanet institutions contact Dalhousie School of Library and Information Management and | June-July 2002 | will need lead time to prepare recruitment papers for proper personnel management lobbying and publicity for the project among library staff |

| | teaching, reference, distance ed., info technology communications, Web Page design, educ.program design, etc. | professional contacts. | | |
|---|---|---|---|---|
| VIII. Lease equipment & set up office and meeting space | Upgrade offfice environment for Asst Project Manager & test teams (subcommittees) | Steering Committee Subcommittees / teams, as needed | August 2002 - | Pilot starts January 2003 |
| IX. Test and implement selected information technologies: *Live chat research assistance; develop user profiles* | Plan implementation:<br><br>toll free phone line virtual / live chat research and reference service; database development; security issues | Steering Committee Pilot Project Manager Consultants Participating library staff, DE students, faculty, administrators; IT support | Fall 2002 - | Pilot starts January 2003 |
| X. Test and implement selected information technologies: *Discipline-specific electronic core collections* | Plan implementation:<br><br>Web site development and technologies related to communication of digital information | Pilot Project Manager Consultants Participating library staff DE students, faculty, administrators; IT suppport<br><br>One working group or team | Fall 2002 - | Pilot starts January 2003 |
| XI. Test and implement *online tutorials* | Plan the implementation: generic Novanet tutorial; revise Novanet DE web pages (staff, students); create viewlets | One working group or team | Fall 2002 - | Pilot starts January 2003 |
| XII. Test and implement *comparison of methods for electronic reserves* | Prepare experimental design and enlist three cooperating libraries: print, electronic, CD | One working group or team | Fall 2002 - | Pilot starts January 2003 |
| XIII. Run the Pilot Project one year (1-2 semesters) | | Three working groups | January - December 2003 | Pilot starts January, ends December 2003 |
| XIV. Evaluation of Project | Methodologies established the first year Statistics Journal Keeping by participants | | January 2004 | Pilot finishes December 2003 |