

MEERU Tutorial: Example of an action plan

Appropriate task	Who is responsible for completing this task (e.g. is it only you, or will you work as part of a team)	What will I/we do to accomplish the task What is the manageable timeline: month 1, 2, 3 etc. You may need to break this down into small steps towards completion.	What evidence will I/we collect	Progress achieved within 3 months time	Evidence of progress
<p>Make sure [our library] has admin usernames and passwords for agreed list of standard e-resources</p> <p>Share these with colleagues; post on library SharePoint site</p>	<p>XX, though it is shared with colleagues via our Library SharePoint site</p>	<p>Make a list of resources Add existing admin usernames and passwords Test existing admin usernames and passwords Contact publishers for whom we do not have admin usernames and passwords Test and record</p>	<p>Existing incomplete list is on SharePoint</p> <p>Updated list</p>	<p>An updated list of e-resources + admin usernames + passwords available on Library SharePoint site</p>	<p>An updated list of e-resources + admin usernames + passwords available on Library SharePoint site</p>
<p>Regular monthly collection of data from publishers</p> <p>Update [e-resource statistics] spreadsheet, using INASP model [see template in Unit 4]</p>	<p>XX to start with; other team members as we go along</p>	<p>XX start collecting specific stats. Library staff decide who will collect which stats and upload them monthly.</p>	<p>To start from April/May</p>	<p>Stats downloaded and inputted for at least 10 out of 17 e-resources [our institution]</p>	<p>INASP model spreadsheet is in use and populated</p>

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All the above data is uploaded to Library SharePoint site; so it is available to all library staff				subscribes to – by July 2017	
Evaluation project on faculty and LIS (especially e-resources) planned to take place during 1 st semester of 2017-18 academic year	XX mostly, with support from library team	<p>Write out detailed plan</p> <p>Plan questionnaire/interview instrument</p> <p>Plan timing of focus group and discussion areas</p> <p>Discuss with Library Committee and seek support</p> <p>Mention in faculty meetings from now till May, then from September onwards</p> <p>Make appointments for face-to-face interviews</p>	<p>Existence of plan</p> <p>Existence of instruments for face-to-face interviews and focus groups</p>	Planning for full project	<p>Documents on SharePoint</p> <p>Final report shared with Provost and then faculty at faculty meeting</p>