Taking Action Worksheet

Today is about taking action and developing next steps for your scholarly communications program at Virginia Tech.

1. Individually jot down programs or services you think are needed to develop a scholarly communications liaison outreach program at Virginia Tech Libraries. (I.e. author rights educational program; establishing a Scholarly Communications Committee, journal editor’s forum etc.)

10 minutes

2. Choose a facilitator for each group, a note-taker, and a reporter: 20 minutes

- Facilitator ask each member of the group to report out what group members came up with.

- Recorder - Jot down ideas, star any duplicates

- As a group, review listing and brainstorm some more.

- As a group identify top three priority goals.

3. Reporter, report out your group’s selections and the group’s top three. Explain the choice.
TAKING ACTION – PROGRAM PLANNING WORKSHEET

Who are your key stakeholders? Who will benefit from the program?

List program objectives/desired outcomes i.e.: by then end of the first year I would like ....

What is the timeframe. (Consider using a Gantt chart to plot when each component is to be finished.) How should tasks be organized, arrayed on a timeline.

What skills/tasks do you/team members need?

What is the success criteria for the program/objective?

What are the resources needed?
What approvals are needed for moving forward?

How much time is needed for each task (beginning & end date for each component/milestone?)

How will you be assessing each task?

What points in your schedule (timeline) will you be assessing progress.

Scheduling Commitments

TAKING ACTION WORKSHEET

What will you be doing in the next 3 months. How will this be reported?