

Virginia Tech Libraries  
Scholarly Communications Workshop  
January 17-18, 2012

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**TAKING ACTION WORKSHEET**

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**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.**

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**TAKING ACTION – PROGRAM PLANNING WORKSHEET**

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**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 time line.**

**What skills/tasks do you/team members need?**

**What is the success criteria for the program/objective?**

**What are the resources needed?**

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**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.**

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**Scheduling Commitments**

**TAKING ACTION WORKSHEET .....**

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