

Alignment Project Work Plan

Revised 6/29/17

Parent task	Title	Status	Start Date	End Date	Responsible
Planning and Management	Tim developing rationale	Completed	12/5/2016	12/5/2016	Tim
	Meet with Regional Directors to discuss Alignment	Completed	12/6/2016	12/6/2016	Tim
	Alignment presentation to Leadership	Completed	1/18/2017	1/18/2017	Tim
	Alignment presentation to Xchange	Completed	1/19/2017	1/19/2017	Tim
	Form Alignment Project Committee (APC)	Completed	1/24/2017	1/24/2017	Tim
	APC First meeting	Completed	2/3/2017	2/3/2017	Tim
	Review work group charges	Completed	2/23/2017	2/23/2017	APC
	Develop original Q&A	Completed			Michele
	Develop Preference Mapping Survey form for PS/LE staff	Completed	3/3/2017	3/8/2017	Tim
	Preference Mapping Survey report - progress check to APC	Completed	3/23/2017	3/23/2017	Michele
	Request feedback from location managers regarding ideal staffing	Completed	3/27/2017	3/27/2017	Michele
	Ideal staffing feedback from location managers due	Completed	3/31/2017	3/31/2017	Michele
	Planning and Follow-Up Signoff	Completed	6/29/2017	6/29/2017	APC
	Weekly update to Q&A / Forum	Active	2/17/2017	Ongoing as needed	Bobby
Organizational Development Alignment	Write job descriptions for L&D manager and specialist	Completed	2/3/2017	2/3/2017	Michele
	Write job description for Internal Communications Coordinator	Completed	3/8/2017	3/9/2017	Michele
	Write job description for L&D Instructional Designer	Completed	4/25/2017	4/25/2017	Michele
	Hire L&D Specialist	Completed	2/1/2017	5/5/2017	Michele
	Start L&D Specialist	Completed	5/15/2017	5/15/2017	Kelley
	Post Internal Communications Coordinator position	Completed	3/13/2017	3/13/2017	Michele
	Hire Internal Communications Coordinator	Completed	3/13/2017	6/8/2017	Michele
	Start Internal Communications Coordinator	Completed	7/3/2017	7/3/2017	Kelley
	Hire L&D Manager	Active	2/1/2017	7/15/17	Michele
	Start L&D Manager	Active	7/31/2017	7/31/2017	Kelley
	Organizational Development (OD) Alignment Signoff	Completed	6/29/2017	6/29/2017	APC
Learning Experiences Alignment	Write job description for CLXO	Completed	1/17/2017	1/17/2017	Tim

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	Write job descriptions for LE System-wide Managers	Completed	2/23/2017	2/23/2017	Michele
	Write job descriptions for LE non-supervisor staff	Completed	3/1/2017	3/1/2017	Michele
	Post CLXO position	ON HOLD	2/1/2017	Position being revised	Kelley
	Share Preference Mapping form with LE staff	Completed	3/8/2017	3/8/2017	Michele
	LE staff Preference Mapping Surveys due	Completed	3/17/2017	3/17/2017	Michele
	Interview for CLXO position	ON HOLD	2/27/2017	TBD	Michele
	Start CLXO	ON HOLD	TBD	TBD	Kelley
	Post LE System-wide Manager positions	Completed	4/28/2017	4/28/2017	Michele
	Utilizing survey results - create transition maps and org charts for LE	Completed	3/20/2017	4/21/2017	Michele
	Send out follow-up staffing survey (for duplicate position requests)	Completed	3/29/2017	3/29/2017	Michele
	Follow up surveys due	Completed	4/5/2017	4/5/2017	Michele
	Inform LE staff of new assignments	Completed	4/28/2017	4/28/2017	Tim
	Interview for LE System-wide Managers	Completed	5/23/2017	Summer 2017	Michele
	Start LE System-wide Managers	Active	6/19/2017	Summer/Fall 2017	Kelley
	Start LE non-management staff	Active	6/26/2017	8/1/2017	Kelley
	Learning Experiences (LE) Alignment Signoff	Completed	6/29/2017	6/29/2017	APC
	Transition phase for LE Staff	Active	5/30/2017	12/31/2017	CLXO
Access & Engagement (A&E) Alignment	Map positions for Access & Engagement staff	Completed	1/25/2017	1/25/2017	Michele
	Build career paths for Access & Engagement staff	Completed	1/25/2017	1/25/2017	Michele
	Launch Access & Engagement Alignment	Completed	2/15/2017	2/15/2017	Tim
	Relocate Senior Managers	Completed	2/20/2017	2/20/2017	Kay
	Select work group for Access & Engagement job descriptions	Completed	2/23/2017	2/24/2017	APC
	Write job descriptions for Access & Engagement Managers and Supervisors	Completed	2/24/2017	2/24/2017	Michele
	Write job descriptions for Access staff	Completed	2/24/2017	2/24/2017	Michele
	Write job descriptions for Engagement Staff	Completed	2/24/2017	2/24/2017	Michele
	Feedback from job description work group due	Completed	2/24/2017	2/28/2017	Michele

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	Select Access/Engagement Implementation Work Group	Completed	3/2/2017	3/2/2017	APC
	Access/Engagement Workgroup progress check	Completed	3/16/2017	3/16/2017	Ashley
	Share Preference Mapping form (survey) with PS staff	Completed	3/8/2017	3/8/2017	Michele
	Access/Engagement staff Preference Mapping Surveys due	Completed	3/17/2017	3/17/2017	Michele
	Access/Engagement Workgroup feedback due to APC	Completed	3/23/2017	3/23/2017	Ashley
	Share A&E Work Group Proposal on Intranet	Completed	3/29/2017	3/29/2017	Tim
	Post ED, NW, and SO Library Manager III jobs	Completed	3/13/2017	4/7/2017	Kay
	Interview for ED, NW, and SO Library Manager III	Completed	4/24/2017	4/24/2017	Michele
	Start all Library Manager IIIs (NW, SO, ED)	Completed	5/22/2017	5/22/2017	Kelley
	Utilizing survey results - create transition maps and org charts for each library	Completed	3/20/2017	4/21/2017	Michele
	Send out follow-up staffing survey (for duplicate position requests)	Completed	3/29/2017	3/29/2017	Michele
	Follow up surveys due	Completed	4/5/2017	4/5/2017	Michele
	Inform A&E staff of new assignments	Completed	4/28/2017	4/28/2017	Tim
	Start Access & Engagement managers and supervisors into their new roles	Completed	5/29/2017	5/29/2017	Kelley
	Start Access & Engagement staff into new frontline roles (non-management)	Completed	5/29/2017	5/29/2017	Kelley
	Access & Engagement Alignment Signoff	Completed	6/29/2017	6/29/2017	APC
	Transition phase for A&E staff	Active	5/1/2017	12/31/2017	Kay
Beyond the Walls (BTW) Alignment	Develop BTW work group charge	Completed	2/23/2017	2/23/2017	Michele
	Select BTW Work Group	Completed	3/2/2017	3/2/2017	APC
	BTW Alignment Progress Check	Completed	3/10/2017	3/10/2017	Melody
	BTW Work Group Feedback due to APC	Completed	3/16/2017	3/16/2017	Melody
	Share BTW Work Group Proposal on Intranet	Completed	5/11/2017	5/11/2017	Melody
	Create transition maps for BTW	Completed	4/6/2017	4/14/2017	Michele
	Final draft for BTW Division (including org chart)	Completed	4/17/2017	4/17/2017	Kay
	Start BTW Manager	Completed	6/19/2017	6/19/2017	Kelley
	Start BTW frontline staff	Completed	6/19/2017	6/19/2017	Kelley
	Beyond the Walls (BTW) Alignment Signoff	Completed	6/29/2017	6/29/2017	APC

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	Transition phase for BTW staff	Active	6/19/2017	12/31/2017	Kay
Community Libraries (CL) Alignment	Develop work group charge for CL	Completed	2/23/2017	2/23/2017	Michele
	CL Alignment Progress Check	Completed	3/17/2017	3/17/2017	Chris
	CL Work Group secondary progress report due to APC	Completed	3/23/2017	3/23/2017	Chris
	CL Work Group feedback due to APC	Completed	4/6/2017	4/6/2017	Chris
	Write job description for Manager III (Community Libraries)	Completed	3/23/2017	3/23/2017	Michele
	Post job description for Manager III (Community Libraries)	Completed	3/27/2017	4/7/2017	Kelley
	Share CL Work Group feedback on intranet	Completed	4/7/2017	4/27/2017	Tim
	Create transition maps for CL	Completed	4/10/2017	4/14/2017	Michele
	Interview for Manager III (Community Libraries)	Completed	4/10/2017	4/14/2017	Michele
	Final draft for CL division (including org chart)	Completed	4/17/2017	4/17/2017	Kay
	Start date for Manager III (Community Libraries)	Completed	4/24/2017	4/24/2017	Kay
	Start date for CL staff	Completed	5/29/2017	5/29/2017	Kelley
	Community Libraries (CL) Alignment Signoff	Completed	6/29/2017	6/29/2017	APC
	Transition phase for CL staff	Active	5/29/2017	12/31/2017	Kay
Downtown Library Alignment	Develop Work Group Charge for DN	Completed	2/23/2017	2/23/2017	Michele
	Select DN Work group	Completed	3/2/2017	3/2/2017	APC
	DN alignment Progress Check	Completed	3/16/2017	3/16/2017	Melody
	Post DN Manager position	Completed	3/23/2017	4/7/2017	Kelley
	Post Access Services Manager IV (Downtown)	Completed	3/23/2017	4/7/2017	Kelley
	Interview for Access Services Manager IV (Downtown)	Completed	4/24/2017	4/28/2017	Melody
	DN Work Group Feedback due to APC	Completed	3/23/2017	3/23/2017	Melody
	Share DN Work Group Proposal on Intranet	Completed	3/29/2017	3/29/2017	Tim
	Create transition maps for DN	Completed	4/6/2017	4/14/2017	Michele
	Final draft for DN (including org chart)	Completed	4/17/2017	4/17/2017	Kay
	Write/Post Special Collections Manager position	Completed	5/5/2017	5/10/2017	Michele
	Interview for Special Collections Manager position	Completed	5/26/2017	5/26/2017	Melody
	Start Special Collections Manager position	Completed	6/5/2017	6/5/2017	Kelley
	Start Access Services Manager IV (Downtown)	Completed	5/22/2017	5/22/2017	Kelley

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	Start DN frontline staff	Completed	5/29/2017	5/29/2017	Kelley
	Start DN managers and supervisors	Completed	5/29/2017	5/29/2017	Kelley
	Downtown (DN) Alignment Signoff	Completed	6/29/2017	6/29/2017	APC
	Transition phase for DN staff	Active	5/29/2017	12/31/2017	Kay
Virtual Library Alignment	Develop work group charge for Virtual Library	Completed	2/23/2017	2/23/2017	Michele
	Select Virtual Library Workgroup	Completed	3/2/2017	3/2/2017	APC
	Call Center Alignment Progress Check	Completed	3/10/2017	3/10/2017	Melody
	Virtual Library Work Group Feedback due to APC	Completed	3/23/2017	3/23/2017	Melody
	Share Virtual Library Work Group Plan on Intranet	Completed	5/4/2017	5/4/2017	Melody
	Create transition maps for Virtual Library	Completed	4/6/2017	4/14/2017	Michele
	Final draft for Virtual Library (including org charts)	Completed	4/17/2017	4/17/2017	Kay
	Write Virtual Library Manager job description	Completed	4/18/2017	5/7/2017	Michele
	Post Virtual Library Manager position	Completed	5/8/2017	5/25/2017	Kelley
	Post Virtual Library Staff positions	Completed	6/22/2017	7/7/2017	Kelley
	Interview for Virtual Library Manager	Completed	5/30/2017	5/30/2017	Melody
	Start Virtual Library Manager position	Completed	6/19/2017	6/19/2017	Kelley
	Interview for Virtual Library Staff positions	Active	7/17/2017	7/21/2017	Melody
	Start new Virtual Library staff	Active	7/31/2017	7/31/2017	Kelley
	Virtual Library Alignment Signoff	Active	Summer 2017	Summer 2017	APC
	Transition phase for Virtual Library staff	Active	6/19/2017	12/31/2017	Melody
Non-Public Services Alignment	Write job descriptions for CFO, COO	Completed	1/17/2017	1/17/2017	Tim
	Conversation with Non-PS Division heads about alignment	Completed	3/13/2017	3/20/2017	Tim
	Presentation about Alignment to Non-PS Staff	Completed	3/21/2017	3/23/2017	Tim
	Non-PS job titles due	Completed	4/20/2017	4/20/2017	Tim
	Post CFO, COO vacancies	Completed	2/1/2017	4/21/2017	Tim
	Interview and make offer for CFO, COO	Completed	2/27/2017	4/21/2017	Michele
	Start CFO, COO	Completed	6/5/2017	6/5/2017	Kelley
	Transition/start new departments in F&B and Operations	Completed	6/5/2017	6/5/2017	Kelley

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	Launch Non-PS Alignment	Completed	3/13/2017	3/13/2017	Tim
	System Infrastructure Signoff	Completed	6/29/2017	6/29/2017	APC
	Non-Public Service Alignment Complete	Completed	6/29/2017	6/29/2017	APC