Berkeley Library
UNIVERSITY OF CALIFORNIA

STRATEGIC PROJECT STATUS REPORT

PROJECT NAME:	**Assessment Program Launch**
REPORTING PERIOD:	**July 2018 --- March 2019**
CURRENT SCHEDULED PROJECT COMPLETION DATE	**The Assessment program will gradually transition from launch phase to ongoing development phase by the end of 2019.**

EXECUTIVE SUMMARY
(Please summarize the status of the project including:
- *Significant project changes that have occurred since the last status report.*
- *Decisions that need to be made by the project sponsor or steering committee members.)*

In the past nine months, the Assessment Program has made tremendous progresses on two major initiatives, Berkeley Ithaka Faculty Survey and internal data dashboard development.

Berkeley Ithaka Faculty Survey:
- The survey was successfully launched during the month of October
- With various effective communication strategies to promote the survey, we have reached 30% response rate,which was much higher than our peer institutions.
- Since February 2019, the working group has started analyzing survey findings and engaged discussions with various groups and stakeholders to better understand the results.
- The report is due in May 2019 and will be followed with many internal discussions on possible changes, actions and directions based on the report

Internal Library Dashboard:
- After many months of explorations and testing, the gate count dashboard and ARL/UCOP annual statistics dashboards are ready to release to internal library staff in April. Gate count statistics will be updated monthly.
- Other dashboards, such as library website use, Calisphere uses, collection analysis and others are still under development
- Based on the feedback we receive after the launch, we will start discussion on selecting the content for public website.

STATUS LEGEND

GREEN	ON TRACK/NO CONCERNS	YELLOW	RISK IDENTIFIED	RED	HIGH RISK

DASHBOARD STATUSES OF KEY PROJECT AREAS		
(Describe the status in each of the project areas listed below. If the status of the project area is yellow or red, identify what are the challenges and the actions that are being taken to address them.)		
PROJECT MANAGEMENT	**STATUS** *(Red,Yellow, Green)*	**TOP ISSUES, RISKS, OPPORTUNITIES, AND ACTIONS**
TIME (SCHEDULE)	**YELLOW**	The public website for Assessment Program is delayed as the content is still under-development and the current resources are primarily focused on internal dashboard release.
COST (BUDGET)	**GREEN**	Tableau new licenses will be acquired, which will increase the budget. But the higher number of licenses will make the data more accessible to internal library staff.
SCOPE	**GREEN**	
RESOURCES (STAFF)	**YELLOW**	The majority of the work is accomplished by LAAG team members, student employee, CLIR fellow and volunteered hours from one staff (30%). People's availabilities and priorities can greatly influence the project timeline and outcome
QUALITY	**GREEN**	

DASHBOARD STATUS OF KEY PROJECT DELIVERABLES				
(Describe the status of the key project deliverables. If there is a change in the estimated completion date for a project deliverable, please note it and describe the causes for the differences and what actions are being taken to meet the revised date.)				
DELIVERABLES	**BASELINE DATE**	**ESTIMATED/ ACTUAL COMPLETION DATE**	**STATUS** *(Red Yellow, Green)*	**TOP ISSUES, RISKS, OPPORTUNITIES AND ACTIONS**
1. Conduct the Ithaka faculty survey	October 2018	October 2018	Completed	
2. Share findings and reports for campus-wide faculty survey	March 2019	May 2019	**GREEN**	The cross-tab analysis wasn't delivered to us until the end of January 2019. The delay in getting the data has postponed the report due date from March to May.
3. Implement a process to work with different departments for in-depth investigation of survey data and possible actions	June 2019	August 2019	**GREEN**	The process of discussing survey findings with stakeholders have already started in March 2019. There will be two rounds of discussion. The first round will be focused on understanding the survey findings, which will be integrated into the finding report. The second round of discussion will be focused primarily on possible further investigations, actions, changes and directions based on the survey results.
4. Launch the Assessment website	March 2019	Fall 2019	**YELLOW**	Two challenges are identified. One is the content. We haven't had opportunities to discuss what types of data and

			YELLOW	content is ready for the public presentation. The other challenge is the resources. Most of the resources were spent on publishing internal dashboards right now. After the internal dashboard is launched, we could start conversations with many stakeholders on selecting the content for public website and shift our efforts towards the public site
5. Launch the internal dashboard portal	June 2019	April 2019	**GREEN**	100+ internal Tableau viewer licenses will be licensed soon by the Library (in April), which allows many library staff to be able to get access to the Library dashboard. After the accounts are set up, the internal dashboard site is planned to launch in April, with gate count information and ARL/UCOP annual statistics information as the first release