

## STRATEGIC PROJECT STATUS REPORT

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

### 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 progress 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.
- From February to May 2019, the working group analyzed the survey findings, engaged finding discussions with various groups and stakeholders to better understand the results, and compared with national survey findings.
- The draft report and communication plan is presented and discussed with library leadership team in June 2019 and is currently under review.
- The final survey findings report is expected to be published in October 2019

Internal Library Dashboard:

- After months of exploration, development and testing, the first release of internal library dashboard is rolled out in June 2019.
- A brown bag session to library staff is held to illustrate the current development, including library traffic dashboard, ARL/ACRL/UCOP annual statistics dashboards, library acquisition data, and Ithaka faculty survey results.
- Library staff can get access to the internal dashboard by request. Many valuable feedback has been received since the site is launched.

### STATUS LEGEND

<b>GREEN</b>	ON TRACK/NO CONCERNS	<b>YELLOW</b>	RISK IDENTIFIED	<b>RED</b>	HIGH RISK
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<b>DASHBOARD STATUSES OF KEY PROJECT AREAS</b> <i>(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.)</i>		
<b>PROJECT MANAGEMENT</b>	<b>STATUS</b> <i>(Red, Yellow, Green)</i>	<b>TOP ISSUES, RISKS, OPPORTUNITIES, AND ACTIONS</b>
TIME (SCHEDULE)	<b>YELLOW</b>	The public website development 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)	<b>GREEN</b>	More and different types of Tableau licenses are acquired for FY19-20, to accommodate higher demand on access. The Tableau budget comes from Library IT.
SCOPE	<b>GREEN</b>	
RESOURCES (STAFF)	<b>YELLOW</b>	The majority of the work is accomplished by the Assessment Librarian, 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	<b>GREEN</b>	

<b>DASHBOARD STATUS OF KEY PROJECT DELIVERABLES</b> <i>(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.)</i>				
<b>DELIVERABLES</b>	<b>BASELINE DATE</b>	<b>ESTIMATED/ ACTUAL COMPLETION DATE</b>	<b>STATUS</b> <i>(Red, Yellow, Green)</i>	<b>TOP ISSUES, RISKS, OPPORTUNITIES AND ACTIONS</b>
1. Conduct the Ithaka faculty survey	October 2018	October 2018	<b>GREEN</b>	Completed
2. Analyze findings and publish report on campus-wide Ithaka faculty survey	May 2019	October 2019	<b>GREEN</b>	The cross-tab analysis wasn't delivered to us until the end of January 2019. The delay in getting the data has postponed the draft report due date. Library leadership team decided to thoroughly review the report before it gets published and suggested publishing the report in October, which will attract more attention than releasing in the summer.
3. Implement a process to work with different departments for in-depth investigation of survey data and possible actions	June 2019	December 2019	<b>GREEN</b>	The first round of preliminary survey finding discussions with stakeholders have already started in March 2019, which was centered around understanding the questions and results. The second round of discussion will happen after the report is published in October and it will be focused primarily

				on possible further investigations, actions, changes and directions based on the survey results.
4. Launch the Assessment website	March 2019	Dec 2019	<b>YELLOW</b>	Two challenges are identified. One is the content. We haven't had opportunities to discuss what types of data and content is ready for the public presentation. The other challenge is the resources. Most of the resources were spent on publishing internal dashboards for the past a few months. The conversations on developing content and designing the website will be resumed since the internal dashboards are released in June.
5. Launch the internal dashboard portal	June 2019	June 2019	<b>GREEN</b>	100+ internal Tableau viewer licenses are licensed by the Library in May, which allows many library staff to be able to get access to the Library dashboard. The first release of internal dashboard site is launched in June along with a well-attended brown bag session to library staff.