**John Yobb – 90 Day Plan – Draft for Discussion with Head, LS&IT**

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|  | 30 Days | 60 Days | 90 Days |
| People | Priorities:* Meet with all key stakeholders and clients to LS&IT in the library.
* Meet with all LS&IT staff to understand their role and what I can do to help them continue to be successful in their position.
* Meet with staff to discuss this years Annual review process and how best to proceed.
* Assist business analysts in developing a communication channel with cataloguing department.

Goals:* Begin to develop trust with staff and understanding of staff roles.
* Understand key drivers in their work and how they approach their work.
* Transition of leadership of Apps team to Manager, LS&IT.

Outputs:* Completed performance reviews and understanding staff development plans.
* Establish regular meeting times with staff.
* Establish meeting between Business analyst and cataloguing department.
 | Priorities:* Identify key stakeholders to have continuing meetings with and meet with all Unit Heads to understand their research and drivers.
* Discuss ongoing learning opportunities for staff.
* Annual review and merit process complete

Goals:* Continue to develop trust with staff and understanding of staff roles.
* Build team capacity.
* Continue transition of leadership of team to Manager, LS&IT.

Outputs:* Schedule ongoing meetings with staff to understand and remove barriers to success.
* Discuss professional development activities with team
 | Priorities:* Start developing plan going forward for LS&IT team to ensure capacity for projects identified in unit plan.

Goals:* Continue to develop trust with staff and understanding of staff roles.
* Transition of leadership of team to Manager, LS&IT complete.

Outputs:* Clear understanding of meetings and schedule with team.
* Identify and schedule quarterly ‘check-in’ meeting on goals and development plans.
* Have a professional development plan in place for team members
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| Processes/Services | Priorities:* Begin manageing Jellystone and Blinky server migrations
* Identify other projects that require management and transition.
* Start documenting current state of both Islandora and Dspace workflows.

Goals:* Develop understanding of services provided by LS&IT.
* Actively manage at least one ongoing project.

Outputs:* Commented services document with Head and discussion with Head.
* Develop timelines for Islandora migration project.
 | Priorities:* Finish Jellystone and Blinky projects.
* Continue developing workflows for Islandora and DSpace.

Goals:* Continue to develop understanding of services and application development processes provided by LS&IT.
* Understand relationship between LS&IT staff and the systems supported.
* Actively manage at least 2 ongoing projects.

Outputs:* Clear timelines and start to develop an understanding of capacity of LS&IT team.
* Draft of Islanora and Dspace workflows.
 | Priorities:* Start developing capacity map for LS&IT team.
* Review current app development practices with LS&IT team.
* Finish Isandora and DSpace workflows.

Goals:* Continue to develop understanding of services provided by LS&IT.
* Actively have a handle on all projects in unit plan for 17-18 and working with Librarian’s ensure active management of all projects.

Outputs:* Begin drafting capacity map of LS&IT application development.
* Draft of review of app development practices complete.
* Islandora and DSpace workflows complete.
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| Technology | Priorities:* Understand business requirements of current software architecture used and how it relates to services provided.
* Investigate migrating LSIT non-library work to ICT.
* Increase capacity of saskhistory online

Goals:* Migrate programming tasks to others on the team.
* Develop migraton plan for Jellystone fileserver to ICT infrastructure.
* Develop migration plan for blinky print server to ICT infrastructure.
* Complete islandora infrastructure upgrade

Outputs:* Transition islandora work to Mike Moore.
 | Priorities:* Continue to understand architecture of current software used and how it relates to services provided
* Continue investigation into migrating LSIT service to ICT
* Continue supporting Mike in working with islandora

Goals:* Develop project plans for migration of services where appropriate.
* Mike Moore handling islandora
* Migrate islandora content to new architecture.

Outputs:* Project plans for service migrations.
* Islandora upgrade completed
 | Priorities:* Continue to understand architecture of current software used and how it relates to services provided
* Start working with team to identify possible routes for consolidation in architecture.

Goals:* Start developing plans and identify upcoming work to move to a more proactive planning of scheduled and project work.

Outputs:* Completed architecture to LS&IT Apps team and LS&IT Head Advisory group.
* Islandora content migration complete.
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| Organization | Priorities:* Understanding of Library strategic plan and unit plans
* Understanding of Library thematic plans
* Understanding of current LS&IT unit plan
* Understanding of Library Review material

Goals:* Review of all current planning material to better understand library direction and function

Outcomes:* Be able to articulate Library and LS&IT mission in elevator speech
 | Priorities:* Begin looking at the development of a service model for LS&IT that meets the needs of the strategic plan.

Goals:* Clear understanding of priorities for 2017/18.

Outcomes: * Ensure the team is working.
 | Priorities:* Working with Heads, work to identify and promote LS&IT services internally.
* Begin looking outside of LS&IT to develop bridges to ICT in consultation with Head.

Goals:* Broader library community is aware of the services provided by LS&IT.
* Have ICT be aware of the services and expertise provided by the library.

Outcomes:* With IT Librarian, work at exposing LS&IT services to wider community.
* Meeting with appropriate partners in ICT.
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| Manager Review | Development of personal outcomes and goals for 2018-19Develop 30-60-90 day planStart looking for Supervisory/Managerial trainingAgreement on plan for next 30 days. | Assess progress for previous 30 daysDiscuss plan and come to agreement on next 30 days | Assess progress for previous 30 days.Discuss plan and come to agreement on next 90 day period with current and new Heads. |