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

|  |  |  |  |
| --- | --- | --- | --- |
|  | 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 |
| 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. |
| 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. |
| 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. |
| Manager Review | Development of personal outcomes and goals for 2018-19  Develop 30-60-90 day plan  Start looking for Supervisory/Managerial training  Agreement on plan for next 30 days. | Assess progress for previous 30 days  Discuss 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. |