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.	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:	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:

	- Develop timelines for Islandora migration project.	- Clear timelines and start to develop an understanding of capacity of LS&IT team. - Draft of Islanora and Dspace workflows.	- 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. |