4.2.4 Project Plan and Schedule

Event	Responsible Party	Deadline	Total Work Hours	Notes
Researcher(s) Selected and Applicants Notified	Task Force	July 19, 2016	0	
Project Begins		July 19, 2016	0	
Content Analysis of ACRL Documents Included with RFP	Project Lead (Connaway), 2 Doctoral Students (Kitzie and Mikitish)	August 29, 2016	35	
Search for relevant literature in Higher Education Journals	2 Doctoral Students (Kitzie and Mikitish)	August 29, 2016	8	
Content Analysis of Higher Education Journals	Project Lead (Connaway), 2 Doctoral Students (Kitzie and Mikitish)	August 29, 2016	35	
Create the **Bibliography** for the Report	2 Doctoral Students (Kitzie and Mikitish)	August 29, 2016	10	
FYI Update Submitted to ACRL Office for Review During ACRL Board Strategic Planning & Orientation Session, Baltimore, MD, September 14-16, 2016	Project Lead (Connaway), 2 Doctoral Students (Kitzie and Mikitish)	August 29, 2016	15	
Plan and Conduct **Virtual Focus Group Interview** with Advisory Group	Project Lead (Connaway), 2 Doctoral Students (Kitzie and Mikitish)	October 21, 2016	18	
Prepare and Present at **ARL Library Assessment Conference**, Arlington, VA, October 31-November 2, 2016	Project Lead (Connaway), 2 Doctoral Students (Kitzie and Mikitish)	October 31, 2016	15	Connaway presenting and attending. Kitzie and Mikitish will assist with preparation.
Code and Analyze the Focus Group Interview	Project Lead (Connaway), 2 Doctoral Students (Kitzie and Mikitish)	November 4, 2016	36	

Write **First Draft and Submit** to Task Force	Project Lead (Connaway), 2 Doctoral Students (Kitzie and Mikitish)	November 7, 2016	**30**	This draft will include the content analysis of the ACRL resources and the literature.
Prepare for and Participate in ACRL **Online Open Forum** (To Share Progress Update with Broader Community, Solicit Feedback)	Project Lead (Connaway), 2 Doctoral Students (Kitzie and Mikitish)	Mid November, 2016	**6**	Share the themes from the content analysis of the ACRL resources and the literature and well as completed analysis of the focus group interviews with Advisory Group.
Plan and Conduct 12 **Semi-structured Interviews**	Project Lead (Connaway), 2 Doctoral Students (Kitzie and Mikitish)	November 23, 2016	**30**	Each of the three project team member will conduct 4 interviews.
Feedback to Researcher(s)	Task Force	December 1, 2016	**0**	
Complete Coding and Analysis of Semi-structured Interviews	Project Lead (Connaway), 2 Doctoral Students (Kitzie and Mikitish)	December 16, 2016	**45**	
Compare Themes from Content Analysis of Documents and the Content Analysis of Semi-structured and Focus Group Interviews	Project Lead (Connaway), 2 Doctoral Students (Kitzie and Mikitish)	December 31, 2016	**50**	
Write **Revised Draft and Advice Memo and Submit** to Task Force/ACRL Board	Project Lead (Connaway), 2 Doctoral Students (Kitzie and Mikitish)	January 10, 2017	**15**	
Conduct Quantitative Analysis for the Comparison of Content Analysis of Documents and Content Analysis of Semi-structured and Focus Group Interviews	Project Lead (Connaway), Engineer (Harvey)	January 13, 2017	**25**	
Plan and Lead **Advisory Group Brainstorming Session** at **ALA Midwinter Conference 2017,** Atlanta, GA, January 20-24, 2017	Project Lead (Connaway), 2 Doctoral Students (Kitzie and Mikitish)	January 20, 2017	**15**	

Prepare and Present at **ALA Midwinter Conference 2017,** Atlanta, GA, January 20-24, 2017, as Part of VAL Update Session	Project Lead (Connaway), 2 Doctoral Students (Kitzie and Mikitish)	January 20, 2017	**15**	
Feedback on Revised Draft to Researchers	Task Force	February 8, 2017	**0**	
Develop Visualization Component that Highlights the Major Themes in the Report, Enables Data Entry Based on Projects, and Produces a Graphic that can be Shared with Stakeholders	Engineer (Harvey)	March 1, 2017	**170**	
Conduct **Usability Testing** on the Visualization Component and Review and Synthesize Findings	Engineer (Harvey)	March 17, 2017	**12**	
Prepare and Present at **ACRL 2017 Conference,** Baltimore, MD, March 22-25, 2017	Project Lead (Connaway), 1 Doctoral Students (Kitzie or Mikitish), Engineer (Harvey)	March 22, 2017	**20**	Present overview of the findings-to-date and demo of Visualization Component. Connaway, Harvey, Kitzie or Mikitish presenting. Kitzie and Mikitish helping with preparing.
Write **Final Report** and Submit to Task Force/ACRL Board	Project Lead (Connaway), 2 Doctoral Students (Kitzie and Mikitish), Engineer (Harvey)	May 1, 2017	**80**	
Public Release of **Final Report**	Task Force	May 23, 2017	**0**	
Prepare for and Participate in the ACRL Online **Open Forum**	Project Lead (Connaway), Engineer (Harvey)	Mid June 2017	**5**	Present final findings using Visualization Component.
Prepare, Present, and Discuss Final Report at **ACRL Open Forum** at the **ALA Annual Conference 2017,** Chicago, IL, June 22-27, 2017, as Part of VAL Update Session	Project Lead (Connaway), 2 Doctoral Students (Kitzie and Mikitish)	June 25, 2017	**15**	Present final results and Visualization Component.
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