

Library Outreach Plan

Goal/Challenge/Opportunity:

Results/Accomplishments:

Action Steps <i>What Will Be Done?</i>	Responsibilities <i>Who Will Do It?</i>	Timeline <i>By When? (Day/Month)</i>	Resources <i>A. Resources Available</i> <i>B. Resources Needed (financial, human, political & other)</i>	Potential Barriers <i>A. What individuals or organizations might resist?</i> <i>B. How?</i>	Communications Plan <i>Who is involved?</i> <i>What methods?</i> <i>How often?</i>
Step 1:			A. B.	A. B.	
Step 2:			A. B.	A. B.	
Step 3:			A. B.	A. B.	
Step 4:			A. B.	A. B.	
Step 5:			A. B.	A. B.	

Evidence Of Success (*How will you know that you are making progress? What are your benchmarks?>*)

Evaluation Process (*How will you determine that your goal has been reached? What are your measures?>*)

Colleague Contact Information:

Name: _____

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Name: _____

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Institution: _____

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Email: _____

Institution: _____