

Project Plan

Methods

We will use a combination of physical observations, interviews and surveys to collect data. Every team member will have at least three physical observations where we will record how many people go to the desk and other observations. We will additionally survey the staff that use SUMA in their daily work. Finally we will interview library supervisors to better understand the situation and gain more perspective.

Client's Issue

The UTA Library is having problems with their guest services staff not recording interactions or questions into SUMA. They do not know exactly why the questions are not being entered and are unsure of where to begin to fix the problem.

Schedule

Key: Adam, Sofia, Umber, Mariela, Everyone

Week:	Tasks:
February 19-25	<p style="text-align: right;">Week 1</p> <p>Monday. Feb.21</p> <ul style="list-style-type: none"> - Proposal 1st draft - Teams meeting <p>Wednesday.Feb 22:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Google survey to send out to library desk team members <input type="checkbox"/> Question form to fill in during interview with supervisors <p>Thursday 23:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Schedule assigned times to observe library employees <input type="checkbox"/> MEETING ON TEAMS AT 3:30 TO CONFIRM OBSERVATION SCHEDULE <p>Friday 24:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Email survey to supervisors, asking them to forward it to all employees
February 26-March 4	<p style="text-align: right;">Week 2</p> <p>Monday 27:</p> <ul style="list-style-type: none"> - Start observations of workplace and staff <ul style="list-style-type: none"> <input type="checkbox"/> Monday at 09:00am-09:30am <input type="checkbox"/> Monday at 03:00pm-03:30pm

	<p>Tuesday 28:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Tuesday at 11:00am-11:30am <input type="checkbox"/> Tuesday at 08:30pm-09:00pm <p>Wednesday 1:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Wednesday at 10:00am-10:30am <input type="checkbox"/> Wednesday at 01:30pm-02:00pm <input type="checkbox"/> Wednesday at 03:00pm-03:30pm <input type="checkbox"/> Tristan Arnold (Library Specialist @ Experiential Learning and Outreach - Guest) @ 5:00 PM <p>Thursday 2:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Margaret Samson (Service Coordinator @ Experiential Learning and Outreach) @ 9:00 AM with Sofia <input type="checkbox"/> Thursday at 01:00pm-01:30pm <p>Friday 3:</p> <ul style="list-style-type: none"> - Start finishing observations and interviews <input type="checkbox"/> Friday at 11:30am-12:00pm <input type="checkbox"/> Friday at 02:00pm-02:30pm <input type="checkbox"/> Arnold Herzog (Guy who helped create SUMA) @ 12:00 PM <input type="checkbox"/> Friday with Lanie at 2:00pm-3:00pm <input type="checkbox"/> Jessica 2:00 pm Sofia with Mariela <p>Saturday 4:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Saturday at 05:00pm-05:30pm
March 5-11	<p style="text-align: right;">Week 3</p> <p>Sunday 5:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Sunday at 06:00pm-06:30pm <p>Monday 6:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Finish collecting data <p>Tuesday 7:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Project proposal revision 1 @11:59 <p>Wednesday 8:</p> <p>Thursday 9:</p> <p>Friday 10:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Project plan revision 1 @11:59
March 12-18	<p style="text-align: center;">Week 4 March 13- March 17 (SPRING BREAK)</p>
March 19-25	<p style="text-align: center;">Week 5</p> <p>Monday 20:</p> <p>Tuesday 21:</p>

	<p>Wednesday 22: Thursday 23: <input type="checkbox"/> Visual I <input type="checkbox"/> Visual II Friday 24:</p>
PRESENTATION	<p>Sofia A description of the project site & SUMA Adam methods you used to obtain data Mariela & Umber visual representations Umber A conclusion</p>
March 26-April 1	<p style="text-align: right;">Week 6</p> <p>Monday 27: Tuesday 28: Wednesday 29: Thursday 30: <input type="checkbox"/> <i>Have presentation ready</i> Friday 31: <input type="checkbox"/> Project proposal revision 2 @11:59 <input type="checkbox"/> Project plan revision 2 @11:59</p>
April 2-8	<p style="text-align: right;">Week 7</p> <p>Monday 3: Tuesday 4: <input type="checkbox"/> <i>Have script for presentation ready</i> Wednesday 5: Thursday 6: Friday 7: <input type="checkbox"/> GROUP MEETING IN-PERSON AT LIBRARY TO REHEARSE PRESENTATION</p>
April 9-15	<p>Monday 10: <input type="checkbox"/> <i>Make any final changes on presentation by this date</i> Tuesday 11: <input type="checkbox"/> PRESENTATION DATE Wednesday 12: Thursday 13: Friday 14:</p>