

## Roles and Responsibilities: UC Collaborative Digital Projects

### SOPAG

1. Determines project goals and seeks approval from University Librarians
2. Selects leader and membership of Systemwide Implementation Group; insures that the group has, or has access to, individuals with the requisite skill set for the tasks required.
3. Regularly reviews project progress
4. Obtains resources when needed
5. Approves major policy decisions and critical priorities
6. Approves the exit strategy and implementation of that strategy

### Appropriate All Campus Group (s)

1. Reviews project progress
2. Alerts SOPAG to major obstacles to successful implementation
3. Responds to requests from SOPAG for advice on major policy decisions, priorities and exit strategy
4. Advocates to SOPAG and, via its members, to local campus library administrators for the goals of the project and for project resources

### Systemwide Planning and Implementation Group

1. Reports to SOPAG
2. Appoints liaison(s) to appropriate All Campus Group (s)
3. Assists campuses in analyzing implementation readiness and identifying obstacles to successful local implementation, including resource needs.
4. Develops a written project management plan which includes
  - scope
  - workflow analysis
  - milestones
  - priorities and requirements
  - schedules and expectations for campus implementation
  - timelines, procedures and policies for implementation
  - exit strategy
5. Creates and coordinates training plan(s) for campus library staff
6. Establishes and utilizes a variety of communication channels to inform campuses and ACG's on the status of implementation and to receive feedback from the campuses and ACG's regarding implementation issues.
7. Conducts regular assessments of success in meeting project goals and timelines
8. Ensures accountability
9. Regularly reports on status of implementation to SOPAG and, via liaison(s), to the appropriate All Campus Group(s)
10. Identifies best-practices for implementation and encourages their use throughout the campus libraries.
11. Brings major policy decisions, critical priorities and exit strategy to SOPAG for approval.

### Campus

1. In advance of the project, identifies
  - Resources, including personnel, required to support the project
  - Likely impact on existing systems and personnel
  - Implementation readiness
2. Designates an individual or individuals to fill the following roles:
  - Local project management including

- Creating a local project management plan
- Developing local timelines
- Making local assignments
- Advocacy including
  - Articulating project goals to local library staff
  - Obtaining needed resources (from local sources, SOPAG, etc)
  - Facilitating any needed changes in workflows across the organization
  - Assuring accountability for deliverables at the local level
- Training coordination including
  - Arranging for, or providing, training of local staff
- Communication including
  - Informing local library staff of implementation status
  - Informing advocate of ongoing issues
  - Providing feedback to the SPIG
- Assessment
  - Implements SPIG assessments
  - Seeks feedback from library staff on implementation progress