Process for NGTS Power of Three (POT) Group Recommendations

Version Date: 2012/06/21

NGTS will follow these steps to commit Power of Three (POT) recommendations to operations and communicate actions to the UC Libraries:

1. Lightning Team (LT) submits reports and recommendations to POT for review, discussion, approval.
2. POT contextualizes report and recommendations
   a. If LT work was one step in completing a POT deliverable:
      i. POT tracks the progress in LiquidPlanner and reports deliverables as part of monthly status report.
      ii. POT determines the need to archive LT report and if so, level of access.
      iii. POT thanks and discharges LT.
   b. If LT work completes the work needed on a deliverable:
      i. POT submits LT report(s) with cover summary to Management Team (MT), outlining:
         1. What advisory groups (All-Campus Groups, or ACGs) were consulted and how
         2. Recommended next steps and timeline
         3. Resources (including staff time) to implement
         4. Who should be responsible to implement and accountable for assessment
         5. Criteria for success
         6. Assessment plan
      ii. POT determines the need to archive LT report and if so, level of access.
      iii. POT thanks and discharges LT.
3. MT tracks work on POT deliverables and reviews POT reports on completed (or proposed changes to) deliverables.
   a. MT reviews and has live discussion with POT sponsor on completed deliverable(s) to go over any questions and confirm approval
   b. MT forwards approved actionable deliverable(s) reports to Systemwide Operations and Planning Advisory Group (SOPAG) for review and consent (allowing two weeks for review)
   c. SOPAG records acceptance of the reports, recommendations, next steps, etc., in the SOPAG minutes and on the NGTS site at appropriate intervals.
   d. SOPAG forwards approved deliverable(s) from POT that involves resource commitments and/or potential policy decisions to Council of University Librarians (CoUL). SOPAG will be responsible for tracking and communicating these actions.
   e. MT communicates status of SOPAG-approved deliverable reports that do not require resource commitments (staff time or expenditure of funds) to CoUL, ACGs, etc. Communications manager will post announcement on Tumblr blog, with link to reports posted on UC Libraries website NGTS Implementation page, and distribute to mailing lists (including SOPAG for distribution).