Phase 1 Deliverables
All completed by the first week of January

1. Detail area scopes (departments and functions) and area lead roles
   What to expect: Completed Area Scoping Form (link to form) for the departments and functions (green circles and blue ovals) listed on the high-level organization chart.

   Why it needs to be done: To provide greater understanding of what each area will be responsible for doing and the role of the area lead.

2. Identify cross-area collaboration and relationships
   What to expect: The cross-area collaboration comments from the Area Scoping Form (link to form) will be collated into one document.

   Why it needs to be done: The significant changes to organization and elimination of the divisional library structure and many of the committees will require that new intra-area relationships be formed. The information gathered will begin to identify the new ways in which the various parts of the new organization will need to work together.

3. Draft process for assignment of individuals to areas
   What to expect: A description of the process for determining who will be assigned to which area.

   Why it needs to be done: To make the decision-making process as transparent as possible.

4. Complete phase 1 of staff involvement activities
   What to expect: Information about staff venues for providing input in-person and/or in-writing during phase 1.

   Why it needs to be done: Associate Directors and new area leads will need feedback on planning as it moves forward.

5. Complete phase 1 of internal communication activities
   What to expect: Email updates from the Reorganization Project Planning Team (RPPT) and a wiki (link to wiki) where documents will be posted as they are finalized. The Desired Future State site (link to site) will continue to be available to gather and reflect staff input.

   Why it needs to be done: To provide staff with information about the planning process and progress.

6. Complete phase 1 of external communication activities
   What to expect: Key MIT stakeholders external to the Libraries will be informed about our transition planning by Steering Committee.

   Why it needs to be done: As word spreads outside the Libraries about upcoming changes, it’s important to ensure our external stakeholders have accurate information about the restructuring.

7. Create more detailed organization chart
   What to expect: An organizational chart with reporting lines. The chart will include estimated size ranges for areas and an additional layer in most departments when possible. No additional names of staff will be added to the organization chart at this point. An organization chart with complete list of names of staff assigned to areas will not be available until Phase 2 is concluded which is tentatively scheduled for the end of March.

   Why it needs to be done: To provide a succinct visual summary of the new organization and to contribute to staff assignment decisions in phase 2.
8. **Issue revised conceptual organizational view**

*What to expect:* A different visual take on the initial high-level organizational chart (green circle and blue oval chart).

*Why it needs to be done:* To better visually represent how our business systems, end user systems and space infrastructure support the Libraries organization work with our client base.

**Phase 2 Deliverables (tentative)**

**End of March (tentative)**

- Assign individuals to areas
- Ready area-level plans for transition to new organizational structure
- Draft plan for determining staff space assignments
- Sketch committee structure
- Implement phase 2 of staff involvement activities
- Implement phase 2 of internal communication activities
- Implement phase 2 of external communication activities