

Sent: Tue 10/20/2009 1:21 PM

From: Ann J. Wolpert [awolpert@MIT.EDU]

To: all-lib@mit.edu

Subject: Next Steps in the Reorganization of the MIT Libraries

Dear Colleagues,

With the creation of the new high-level organization chart for the MIT Libraries and the identification of key leadership roles, we now begin the next critical phase - developing an implementation plan. This next phase will rely on the staff identified in the new organizational chart to work closely with many of you in designing the next level of detail required. To assist in planning this effort, Steering Committee is creating a Reorganization Project Planning Team (see charge below) to ensure we stay on track and focused on the important work required for success in transitioning into this new organization.

While this new team begins its work, we will also schedule open sessions to discuss the new organizational structure - providing opportunities for members of Steering Committee and the Libraries' leadership team to hear from interested staff. Additionally, feel free to reach out and share your ideas however you feel comfortable. Please do not hesitate to contact us individually, or consider taking advantage of the "share your ideas" section of the Desired Future State website, <https://web.mit.edu/dept/libraries/staff/futurestate/restricted/feedback.html>, so that you're ideas can become part of the discussion.

MIT Libraries Reorganization Project Planning Team (RPPT)

Background:

The Libraries have begun a strategic reorganization that over time will affect all staff and all operations. In order for the new organization to be successful we need to implement strong project management practices to ensure that all staff are well informed of the schedule and their opportunities for input, that all groups are collaborating appropriately, and that issues and opportunities are captured and acted upon.

Charge:

RPPT is charged to develop a detailed project implementation plan for the reorganization. The scope of the RPPT project includes planning for

- . \* Steps needed to transition to the new organizational structure
- . \* Decision making processes needed to move from current operational functions to appropriate reassignments in the new structure
- . \* Various issues associated with staff movement to new groups
- . \* Relocation implications for staff changes

The plan will include

- . \* A timeline that runs from fall 2009 through December 2010

- . \* The identification of decision points, critical path, and responsibility for decision making and action
- . \* A communication plan; internal and external
- . \* Planning for opportunities for staff engagement

Group membership: Robin Deadrick, Tracy Gabridge, and Millicent Gaskell.

While the RPPT itself will not be responsible for making the specific decisions enumerated in the plan, members of the RPPT will engage with SC and other members of the Libraries' leadership in fulfilling their charge. The RPPT will be responsible for monitoring the progress of the plan, and working with the Libraries' leadership to adjust it as necessary going forward.

The expected date for the first public draft of the plan is November 16th.

Please do not hesitate to contact any member of the Libraries' Steering Committee if you have comments or questions about the RPPT or its charge.

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