

Core Services Planning Document for Committee

Initial steps to complete

- Define what programs/projects fall within this core service
- Evaluate each program/service
- Review the data to answer the following questions

Core Services	Pre-Planning Analysis
What programs/projects fall within this core service?	
What benefit(s) do users receive from using these programs?	
What outcomes are the same across the programs?	
What impacts do those shared outcomes have (the big human benefit)?	
What similar challenges are found across the programs?	
What proposed solutions might solve the similar challenges?	

What final recommendations are applicable across the programs?	
What is the ideal state for this core service?	

### Creating a plan for the core service

- Using the above analysis, what goals and objectives does the committee recommend adopting to
  - Address the barriers/challenges
  - Implement solutions
  - Achieve the ideal state
- How will the committee know it is successful in achieving those goals and objectives?
  - Set metrics based on national standards
  - Set metrics based on best practices in the library field
  - Set metrics based on user feedback

Core Services	Planning Document
Name of the core service	
Brief description of current programs and state of core service	
Goal 1 and supporting objectives for overall core service	

Success metrics for goal 1	
Goal 2 and supporting objectives for overall core service	
Success metrics for goal 2	
Goal 3 and supporting objectives for overall core service	
Success metrics for goal 3	

Draft