

Steps & Timetable

Note: It is likely that the project plan will change over time

| Step # | Task | Expected Due Date |
|---------------|--|--------------------------|
| 1 | Confirm arrangements: NCLA, Singer Group, IMLS/Don King, UNC/Univ. of Pittsburgh | Nov. 7 |
| 2 | Conduct additional research about pay equity efforts since 2000 – TBD | TBD |
| 3 | Prepare draft committee charter; define roles, relationships, commitments, etc. | Nov. 14 |
| 4 | Create detailed, integrated project plan that includes IMLS/Don King/UNC/Univ of Pittsburg/Committee/Chair/Singer Group/NCLA etc. | Nov. 21 Dec. |
| 5 | Determine how we want to use data so that database design will yield that data <i>AND</i> Decide what the website librarians will access will look like – (Designed, hosted and maintained by UNC/U of Pittsburgh) | Nov. 21 Dec. |
| 6 | Select positions and draft mini-position descriptions; describe scope measures – library survey | Nov. 21 Dec. |
| 7 | Select positions and draft mini-position descriptions; describe scope measures – local government and higher education | Nov. 21 Dec. |
| 8 | Library survey design | Dec 30 |
| 9 | Determine availability of published local government and higher education data; Learn public community and available resources, e.g. Institute of Government, NC Association of Counties; NC League of Cities; CUPA | Jan 5 |
| 10 | Obtain contact information for governments and institutions of higher education to be surveyed | Jan 30 |
| 11 | Non-library survey design | Jan 15 |
| 13 | Pilot Test | Jan 17 |
| 14 | Follow up phone calls to encourage participation | Jan 20 and on-going |

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| | Correct bad addresses (governments and higher education). Clean data. QC phone calls | |
| 15 | Data analysis | February – June |
| 16 | Work with UNC/Univ. of Pittsburgh on database for librarians | Ongoing |
| 17 | Deliverables Articles, presentations, TBD (see above) | On-going/ August 30/beyond |