

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

	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