

## **Step 1: appoint DALNET Planning Team**

### **Proposed charge**

In collaboration with the DALNET Board, this group will implement planning initiatives, including the following:

- Based on discussion at the August Board meeting, revise the draft DALNET vision and mission statements. Present revised statements for approval at the XXXXX DALNET Board meeting
- Assess results of responses to the DALNET member planning survey
- Appoint working groups to develop the "Big Questions" (strategic issues), and suggest appropriate goals, core business strategies and tasks -- with timelines
- Develop member feedback strategies to nourish this planning process. This includes finding creative ways to involve members continuously in planning through meetings, committee work, Web collaboration, etc.
- Create an annual "planning calendar" and document a DALNET "planning tool set"
- Implement a second DALNET Planning Retreat by February 2002

### **Board review of group's assignments and membership**

The DALNET Board will review this group's activities and make new assignments as needed. The Board will review this team's membership annually at the XXXXX meeting. Members of this working group will serve XXX-year renewable terms. [Suggestion: use staggered 1, 2 and 3-year terms initially, to avoid turning over entire group at once.]

### **Group membership**

[Who do you think should serve on the DALNET Planning Team? Please jot your nominees below...]

## **Step 2: review the proposed DALNET vision statement**

### **DALNET vision (Draft 1)**

DALNET is a voluntary, highly collaborative, decentralized, well-managed urban information network whose members share resources to achieve service enhancements and cost efficiencies.

*Questions to consider as you evaluate this proposed statement:*

- 1) Does this statement reflect who we are, and who we want to be? Do you find this statement stimulating? Does it get your juices flowing? If no, what is needed?
  
- 2) Is this statement sufficiently exciting to continue to keep the organization motivated? If no, what is needed?
  
- 3) Does this statement spur forward momentum? Does it get people moving? If no, what is needed?

### **Step 3: review the proposed DALNET mission statement**

#### **DALNET mission (Draft 1)**

DALNET delivers a set of core services that include:

- A shared up-to-date fully-functional Integrated Library System managed using a distributed services model
- 24/7/365 access to electronic information resources encompassing member collections and external databases, with special emphasis on metro Detroit information sources
- Excellent training, support and maintenance
- Facilitation of member collaborative efforts through human networking using supportive technology tools

DALNET leverages ...

- Our members' library staff who are committed to creating and implementing innovative, cooperative information services for library users
- Our skilled network personnel, qualified to lead and devoted to serving members
- Our strong and growing web of community stakeholder relationships

*Questions to consider as you evaluate this proposed statement:*

- 1) Does this statement reflect who we are, and who we want to be? Do you find this statement stimulating? Does it get your juices flowing? If no, what is needed?
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#### Step 4: set next steps in DALNET's planning process

Who	What	Comments
DALNET Board	Create permanent Network Planning Team with Board, member and DALNET staff participation	Planning team will be key player in moving the planning process ahead
Board, Planning Team and staff	Digest planning retreat outcomes; refine retreat documents with consultant input	Planning Team's first assignment is to revise proposed vision and mission statements
Planning Team and staff	Post flip charts on Web with member comment form, especially to identify and vet DALNET values, roles, responsibilities, and expectations, to review the "Big Questions" and suggest innovative responses	Planning Team will help to assess member planning survey results and propose best next steps
Board, Planning Team and staff	Based on survey results, Planning Team will suggest working groups to develop the "Big Questions" (strategic issues), and suggest appropriate goals, core business strategies and tasks -- with timelines	Planning Team will help to assess member planning survey results and propose best next steps
Board, Planning Team and staff	Initiate immediate changes suggested by planning retreat participants to sustain momentum. Job 1: ask Planning Team to review DALNET committees, including resolving and clarifying IHDC and Steering Committee relationship	Suggest that we initiate this process by reviewing current DALNET committees. See Appendix for proposed methodology
Board, Planning Team and staff	Create an annual "planning calendar" and document a DALNET "planning tool set"	
Board, Planning Team and staff	Hold a second DALNET Planning Retreat by February 2002	

**Appendix: proposed DALNET strategy for reviewing DALNET's organizational structure**

Who	What	Comments
DALNET staff	<p>Poll existing DALNET committees and task forces. Questions to ask might include:</p> <ul style="list-style-type: none"> <li>● What was your group's most noteworthy accomplishment in 2001?</li> <li>● What expertise can your group best contribute to DALNET in the future?</li> <li>● What do you propose as your group's top deliverables in 2002?</li> <li>● Do you wish to continue serving on this group? Or would you prefer to contribute in some other capacity? If so, what expertise can you best offer to DALNET?</li> </ul>	Proposed completion date for survey distribution: 14 September
Planning team, with DALNET staff	Assess responses from working group members. Report to Board	Proposed completion date: November Board meeting
Planning team, with DALNET staff	Make recommendations to Board on proposed working group structure best suited to support where DALNET wants to be, including proposed committee memberships	Proposed completion date: approve group charges and memberships at November meeting
DALNET staff	Recruit talent to serve on re-constituted working groups. New working groups start in early 2002	Proposed completion date: following November Board meeting