PROJECT TITLE	WVLS ILS Review	
PROJECT MANAGER	Katie Zimmerman	

TASK TITLE	TASK OWNER	PCT OF TASK COMPLETE	2022									2023											2024											
			Q2			Q3			Q4			Q1			Q2			Q3			Q4			Q1			Q2			Q3			Q4		
			A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
RFI development																																			
Develop RFI dcoument		100%	x																															
Share RFI with V-cat		100%		x	x																													
Select vendors to consider		100%	x																															
Send RFI to potential vendors		100%		x	x																													
Review RFI responses		100%			x	x	x																											
Product review																																		
Select prodcuts for demos/review		100%				x	x																											
Develop additional questions for functions		100%	x	x	x	x	x	x																										
Develop scoring matrix for products		100%				x	x	x																										
Product demos		100%							x	x	x																							
Product scoring		80%										x	x					x	x															
Visits with libraries using products		90%											x	x	x	x	x	x																
Review/select products to recommend		0%													x	x	x	x	x															
Product selection																																		
Recommend product to V-cat council		0%																	X		X													
V-cat council selects product		0%																		X		X												
WVLS BOT approves selection		0%																		X		X												
WVLS contract negotiation		0%																					X	x										
WVLS terminates previous contract (as needed)		0%												X													X							
Data migration (if necessary)		0%																										x	x	x	X				
General Library/WVLS Events																																		
Annual end of current ILS contract		0%					X												X												X			
V-cat Council meetings		0%	x		x			x		x			x		x		X			X		X			x		X		x			x		
Board of Trustees meetings		0%		x				x		x			x	x		x				X		X			x	x		x			x		x	
Summer Reading Program		0%		x	x	x	x									x	x	x	x									x	x	x	x			
Annual Report preparation		0%										x	x											x	x									