

2016 - 2017 Santa Barbara AEBG Consortium: Adult Education Block Grant ACTIVITY CHART

YOUR PROGRAM/AGENCY NAME: Santa Barbara Public Library						
IDENTIFY OFFICIAL AEBG PROGRAM AREA 1 – 7 as identified in the AEBG Three-Year Plan: 3. Programs for adults, including, but not limited to, older adults, that are primarily related to entry or reentry into the workforce.						
NO.	OBJECTIVE	ACTIVITY DESCRIPTION	TIMELINE FOR COMPLETION (assumes 10/1 start)	PERSON OR AGENCY RESPONSIBLE	OUTCOME	DATA CAPTURE METHOD
1	Create a detailed project implementation plan	Working in collaboration with community partners, develop a detailed scope, Work Breakdown Structure including tasks, dependencies and major milestones within	11/1/2016	Kate Whan, Library Services Manager	Project plan when completed will be shared as a living document with grant administrators and community partners.	Use Smartsheet or google sheets to share plan updates and status with all key stakeholders.
2	Acquire computers, books and additional online assessment and training resources which are in alignment with those used by partner organizations.	Work with grant administrators to identify community partner needs. Inventory existing Library resources that could help fulfill those needs. Identify the additional resources needed to implement the program.	12/15/2016	Brent Field, Research Librarian	Resources to support the program are collected, purchased and organized for easy access by the clients of the new Digital Literacy Hub.	Inventory of resources available provided to partners via the Library's website.
3.	Create webpages for the Library website to provide easy access to learning resources.	Develop easily navigated portal webpages to the Digital Literacy Hub resources.	1/31/2016	Library PR team	Set hub computers with touch screen buttons to resources.	Library Website

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4.	Become a certified test center for the WorkKeys Readiness Indicator online tests promoted by the Workforce Resource Center	Library staff would attend training to learn how to become a certified test site. Test environment and software would be set up according to requirements.	3/31/2016	Kate Whan	Workforce Resource centers in this area could send certificate takers to the Library to take practice tests and certificate tests.	Test results certified.
4	Create an outreach and marketing plan. Implement Plan	Library would hire a marketing consultant to develop the plan and content of the outreach campaign. Campaign would follow a calendar of planned multi-media drops and presentations.	1/31/2016 plan 3/31/2016 campaign start 8/31/2016 first push end	Kate Whan		Survey results of community partner awareness of Digital Literacy hub resources # Sign-ups for services during campaign
5	Establish a dedicated learning environment that is safe, supervised and configurable to small group and individual learning.	The Library has a 20 X 30 space upstairs that used to be a staff workroom. Temporary furniture would be set up to house the Digital Literacy computers, learning areas and associated resources. Staff guide would be developed to ensure professional management of the area.		Brent Field, Reference Librarian	Physical space ready to go. Four specially configured touch screen computers set up with resources nearby. Screens available to allow for 1:1 tutoring.	Space ready
6	Provide services targeting the under-prepared, technology-challenged job seeker.	A workflow for Digital Literacy services would be created including intake, methodology, and individual plan templates developed along with pre-and post tests designed.		Kate Whan Consultant and Library staff to develop curriculum offering and pre and post testing	Staff and volunteers trained in curriculum. Test administration ready. Modules and software ready for use.	Numbers served Hours training provided Hours of self learning Pre and Post test results for each individual.