

NISO Proposed Work Item Template

Topic Committees use Proposed Work Items to organize information about a proposed project and to get feedback from the NISO membership and the community. The Topic Committee may create a proposed work item for any type of project it is considering. It must create a Proposed Work Item to establish any new Working Committee and for any new ANSI/NISO Standards work.

Good practice is to prepare a draft and circulate to others inside NISO, e.g., Architecture Committee and other Topic Committees, and to experts within and outside the NISO membership before posting or asking for broad feedback. This allows you to improve the content and begin to build a constituency for the project. Work to keep the content to approximately one to two pages.

Work Item Title:

The title should include a verb that describes the kind of work that would be done and the deliverable or other objective, and any key contextual information. For example: Develop a Recommended Practice on the Application of RFID in US Libraries. In addition, a shorter, more easily identified working group name should be proposed at this stage (e.g., SUSHI).

Background and Problem Statement:

Describe the current environment and issues or problems that this work item is intended to address. Please include related work that has been completed or that is underway and describe what is needed to complete or augment that work. While it is important to take a broad strategic view, please provide specific details or example of how the issue affects the constituencies that NISO serves. Think of the audiences you are trying to reach and what they care about.

Statement of Work:

Describe goals, objectives, and means. Remember that this is a starting point. Be specific as possible but don't start the project! Please include:

- **Project Goals:** What are you trying to accomplish? Think of verbs like "improve" or "allow for". Describe who will benefit and how. This builds from your problem statement.
- **Specific Deliverables and Objectives:** Describe the concrete outcome(s) of the project. Expand on the deliverables in the title. Include any discrete tasks that must be accomplished as part of creating the deliverable. This might include conducting surveys, collecting examples of current practice, defining new practice.
- **Process:** What approach do you foresee using: e.g., Appoint a Working Group, Hold a Thought Leader Meeting, Engage Primary Editor and Response Panel, etc.

Partners and Participation:

Describe other organizations that have a stake in the issue and what role they will play in the work, if any. Describe the type of people you need rather than specific people. Include a description of specific knowledge or skills, what organizational representation is required both from the perspective of the type of organization and role within organizations. Identify any expertise or skills that might have to come from outside NISO.

Timeline:

Provide target dates using Months from Project Approval for the stages of the work. For developing a standard or recommended practice, include:

- Appointment of Working Group or other Participants
- Approval of initial Work Plan
- Completion of Information Gathering
- Completion of Initial Draft
- Completion of Final Draft
- Ballot Approval and Publication (For ANSI/NISO Standards)

Funding:

Identify any external sources of funding for the project. If you are seeking funding, please include this only for internal review.