

NICE Project Roles 23-24

NICE Team:

- Review of project timeline and make suggestions for adjustments
- Review and update as necessary the process communication plan
- Help develop and scope, and potentially, serve on targeted workgroups
- Review findings and recommendations from the targeted workgroups,
- Develop, with systems leads and consultants, a final suite of recommendations to the WVLS V-Cat Consortium, NWLN, and WVLS and NWLS Boards
- Attend monthly meetings and do any pre-meeting homework to make sure meetings are efficient and effective
- Respond to emails and requests for feedback/input in a timely fashion
- Be open, honest, and transparent.
- Encourage stakeholders to communicate feedback by using the [questions form](#) on [nicelibraries.org](#).

System Leads:

- Develop a communication plan and calendar for each system to ensure open and regular communication with stakeholders.
- Develop a timeline and decision points that must be addressed, information gathering needed, as well as decision points that ideally should be decided in this period
- Review existing documentation, including past efforts of respective systems, to merge ILS' for possible policies and standards
- Communicate with ILS and other product vendor(s) to gather information about product functionality and cost
- With assistance from consultant(s), develop a suite of choices for workgroups to consider
- Provide a suite of final recommendations to the WVLS and NWLS system boards
- Act as liaisons and communication points (between the team and other stakeholders and between WILS and the team)
- Record meetings
- Attend monthly meetings and do any pre-meeting homework to make sure meetings are efficient and effective
- Respond to emails and requests for feedback/input in a timely fashion
- Be open, honest, and transparent, and maintain collaborative relationships
- Encourage stakeholders to communicate feedback by using the [questions form](#) on [nicelibraries.org](#).

WiLS:

- Project facilitation and providing structure and support
- Process and decision-making documentation for the NICE team and its stakeholders
- Attend NICE team meetings, help draft agendas with System Leads, take minutes, and provide appropriate information for the NICE team to make informed decisions.
- Attend and facilitate targeted workgroup meetings, help draft agendas with NICE Team and System Leads, and take minutes
- Draft a final report
- Respond to emails and requests for feedback/input in a timely fashion
- Be open, honest, and transparent

Targeted Workgroups

- Review findings and options presented by NWLS and WVLS staff, and provide feedback on a defined aspect of a shared ILS
- May provide recommendations to the NICE Team or to staff from WVLS and NWLS related to specific aspects of a shared ILS

WVLS V-Cat Consortium and NWLN:

- Review the suite of recommendations from the NICE team and provide feedback to NWLS and WVLS staff prior to the final suite of recommendations presentation to WVLS and NWLS boards.

NWLS and WVLS Boards

- Take action on the final suite of recommendations from the NICE Team and NWLS/WVLS staff