

TASK FORCE RECOMMENDATIONS & PROPOSALS

A task force will be applied by a group of people who come together to facilitate the development of ideas, create new opportunities, answer questions, or solve a problem.

<p style="text-align: center;">After completing the research phase, the task force must fill out this report. When completed, e-mail the form to the Training Coordinator. It will be reviewed by the Library Director and Deputy Director for approval before implementation.</p>	
<p>Synopsis of Research: <i>A brief summary of what was discovered during the research phase.</i></p>	
<p>Staff Resources: <i>How many staff members are necessary to fully fulfill the task force goal? Will any volunteers outside the task force be necessary to implement the final product? If so, how many? How much time is involved?</i></p>	
<p>Monetary Resources: <i>What is the cost to implement the task force decision? How will the task force seek funding?</i></p>	
<p>Implementation: <i>How long will it take to implement the task force goal? What are the steps the task force will take to implement their decision?</i></p>	
<p>Outcome: <i>What is the desired outcome?</i></p>	

Approved:

Date:

Revised: