PLSR Workgroup Findings Report – Draft Outline

Project manager report
Overview of process
Contributors – workgroups, survey panel, review panels
Communication and information sharing throughout the process
  Communication Liaisons, toolkit, poster session, events and sessions at WAPL, Q&A sessions, PLSR track at WLA, etc.

Workgroup reports
Charge of workgroup
Members of workgroup
Description of process to determine service model
  General description of meetings (amount, type)
  Information gathering
  Model refinement
Service model description
  General overview
  Services
  Any visual representation of model (charts, graphs, maps, etc.) Not required
  Staffing model
  Budget / costs
Why this service model (the “did you think about this?” section) Examples may include:
  Scenarios
  Proof of service equity improvement (which may be shown through scenarios or other methods)
  Cost comparisons
  Justifications based on particular reasons (ie separate ILS to avoid potential barriers of local control)
Modifications that can be made based on budget considerations (ie need / want / dream)
Implementation Recommendations
Governance Recommendations
Administration support recommendations (examples: fiscal support, purchasing, etc.) This may not be available/necessary for each workgroup
Sources consulted
Acknowledgements

Overall appendix (For resources related to all workgroups)
Topic team reports
Definitions of participants
Project timeline
PLSR organizational chart

Workgroup appendices (may not have one for every workgroup)
Math behind decisions
Survey results that are germane