**MAP Toolkit: Case Study template**

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| **Title of project** | ***Guidance notes:***  *What is the name of the project?* |
| **Project team** | ***Guidance notes:*** *State the name(s) of those people involved with project, both external and internal to the library and their roles in the project* |
| **Resources required** | ***Guidance notes:*** *List all resources needed for project to be delivered, cost, people, time, technology, expertise/skills mix.* |
| **Timeframe** | ***Guidance notes:***  *What is the timeframe for the project? How long is going to take? Is there a date that it needs to be completed by?* |
| **“The story”** | ***Guidance notes:*** *Provide a short description of the service provided using no more*  *than 350 words. It is worth thinking about including some or all of the following:*    *• Outline the process/structure of the service*  *• Which library staff delivers the service?*  *• How much staff time was/is involved?*  *• What activity was undertaken?*  *• Was any research undertaken in preparation?*  *• Where was the service delivered?*  *• Provide examples of the service output* |
| **Alignment to local, regional and national drivers** | ***Guidance notes:*** *If you have completed a project plan template for this project, use the information included in the alignment sections.*    *These could be:*    *• Library service objectives*  *• Local, Regional, National drivers*  *• Additional drivers e.g. 'professional body' requirements (Royal College of Nursing); evidence from published literature*    *Link to Drivers pages for examples and summaries of some key drivers* |

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| **Impact of this project/service for the:**  **• customer**  **• organisation**  **• library** | ***Guidance notes:*** *Outline any evaluation methods used and state the perceived or actual impact*  *Think about:*  *Improved efficiency, productivity, quality for the organisation/team*  *Were any cost savings achieved?*  *Was there a change in practice?*  *Was a product (guideline/pathway) created as a result?*  *Has a training/learning need been addressed?*  *Has it raised the profile of the library?*  *Has there been an increase in usage?*  *Has this service/project opened new doors?*  *Have more resources been made available to your user group?*  *Increased involvement in wider organisation?* |
| **Lessons learned** | ***Guidance notes:*** *This section should include both the positive and the negative. What worked? What didn't work? What would you be interested in hearing if you were embarking on this type of service provision? Think about:*    *Marketing the service*  *Use of the service - was uptake as expected?*  *Collaborative working - did this help/hinder?*  *What training needs were identified as a result?*  *Were there any time constraints?*  *Project management concerns - too many/too few people involved?* |
| **Sustainability / next steps?** | ***Guidance notes:*** *Will this project / service continue? What are your next steps? It may be /become a core part of the service, or it could be a time limited project? Think about:*    *Do need more funding?*  *Will you need to involve more staff?*  *Are you going to market to a wider group?*  *Are there any training implications?*  *Are you going to share your work e.g. presentation, publication, conferences?*  *Have you identified a new library service project/service as a result of this work?*  *Is there an opportunity for collaboration?* |
| **Contact details** | ***Guidance notes:***  *Provide the contact details of the project lead person* |
| **Date case study completed** | ***Guidance notes:***  *The date of when the project was finished* |