

Name: \_\_\_\_\_ Email: \_\_\_\_\_

# Adult Services Program Plan



Idaho  
Commission  
*for* Libraries

## Program Idea!

Describe in 2 sentences:

Is there a time of year this program should take place?

What, where, when, why, how?

---

### Resources

Staff contributions through time and knowledge?

What can partners contribute?

Funding source?

What space and materials are needed?

### Challenges

What stumbling blocks might be faced?

What are some possible proactive solutions?

What will motivate to keep going?

## Communication

How share idea with stakeholders to get buy-in?

How will team communicate?

How will team work with partners to plan and show them gratitude?

How will we reach our users/ market to them?

## People

Who are our:

Stakeholders?

Community Partners?

Staff?

Users?

## Accomplishments

What does success look like?

How will program be evaluated?

Who do we share success with?

## Action Steps!

What's the first thing I can do to move this project forward?

Now:

Soon:

In 1 month:

In 3 months: