



# BOIR Project Scope Statement

## Introduction

This Project Scope Statement serves as a baseline document for defining the scope of the Bookmobile and Outreach Information Repository (BOIR) Project, project deliverables, work which is needed to accomplish the deliverables, and ensuring a common understanding of the project's scope among all stakeholders. The expected completion date for this project is April 2018 in conjunction with National Library Week and National Bookmobile Day.

## Project Purpose and Justification

The BOIR Project has been approved by the Association of Bookmobile and Outreach Services (ABOS) with a purpose to plan, design, build and implement a new online database repository for the archiving, compiling and distribution of comprehensive information about library outreach services in the United States and worldwide. There have been several surveys that touch on these types of services, but none that provide a consolidated source of history, photographs and information specific to this important library service segment.

As an affiliate of the American Library Association (ALA) and only national organization dedicated to library outreach of all forms, ABOS is the natural choice to be the historical record and data keeper for these types of library services, and will remain the owner and custodian of this project and all collected information for the duration of their existence.

The completed BOIR Project will be a centralized online location and archive for information, statistics, photos and history about bookmobile and outreach programs, which will also provide factual information to interested, qualified parties for strategic planning, research, reporting and decision making.

## Scope Description

The scope of the BOIR Project is to plan, design, build, and implement an online database tool which will be populated and regularly updated by registered library staff, industry professionals and interested parties. The tool will be managed by ABOS over the course of its lifetime and used by registered libraries, researchers, media outlets and interested parties within the United States and worldwide.

It is envisioned that users will register with the tool and independently input and upkeep data, history, and photographs unique to their outreach program. A survey type interface will assist with extraction, organization, and categorization of this data into a user record. Automated reminders will be generated by the tool to prompt update and upkeep of an accurate user record.

Multiple query interfaces are also envisioned to allow users and interested parties easy access to the collected information. Users will have full access to their own inputted information for historical and other organizational uses. Interested parties will have access to summarized logistical, geographical, and operational data, as well as voluntary user program narratives and photographs.

The scope of this project includes all requirements gathering, data point and glossary guidance, planning, design, development, and implementation of the BOIR tool. Partners will be enlisted to provide additional project expertise and technical scope.

## High Level Requirements

The BOIR Project will fill a need within the library outreach community and all interested parties. In order to meet this need there are several requirements that have been determined as part of the successful execution of this project. The following high level requirements have been identified for the BOIR Project:

- Support the ABOS mission “to contribute to the education and training of library staff working in the area of bookmobile and outreach services in libraries”
- Secure database platform with registered access for data entry, archiving and retrieval
- Intuitive and easy interfaces for data entry, archiving and retrieval

## Boundaries

The BOIR Project includes all work associated with planning, designing, building, and implementing the BOIR Tool for ABOS. This includes requirements gathering, gathering input from the library outreach community, conceptual design, testing, troubleshooting, and deployment of the BOIR Tool. This also includes user training materials and an associated term glossary. Not included in the scope of this project are: technical design, coding work, server configuration, ongoing maintenance of the tool, ongoing help desk and/or service support, or hardware/software updates.

## Strategy

For the BOIR Project strategy, the project committee will partner with library schools, professional developers and/or established national organizations for their expertise. These experts will be in matrixed support as part of the project team. They will aid the project committee and other team members in the conceptual design, testing, troubleshooting, and deployment of the BOIR Tool. Once vetted, partners will then be expected to manage the technical design, coding work, server configuration, ongoing maintenance of the tool, ongoing help desk and/or service support, and hardware/software updates within the oversight of the project committee.

To help establish the most accurate and relative data points for collection and distribution, the project committee will conduct three (3) focus groups; one (1) in-person group presentation style with invitation for feedback at the 2016 ABOS National Conference, one (1) online webinar hosted by the ALA in early 2017, and one (1) 60-90 minute in-person open forum type meeting at the 2017 ALA Annual Conference.

## Deliverables

There is a single deliverable which will be produced as a result of the successful completion of the BOIR project. If this deliverable is not met then the project will not be considered successful.

1. A tested and operational database tool free of errors and meeting the specifications described in the Project Scope Description.

## Assumptions

Several assumptions have been identified for the BOIR project. All stakeholders must be mindful of these assumptions as they introduce some level of risk to the project until they're confirmed to be true. During the project planning cycle every effort must be made to identify and mitigate any risk associated with the following assumptions:

1. The BOIR subcommittee is a group of volunteers with varied expertise and experience.
2. Partners will be needed to bring additional expertise and manpower for project execution.
3. The BOIR Project has full support from the ABOS Board of Directors and all enlisted partners.

## Cost Estimates

The estimated cost for this project is \$25,000 if done at the commercial level without partners. Partnering with a library school or other governmental agency may help to lessen this cost.

Ongoing maintenance and upkeep costs are yet to be determined.

## Funding

Currently, funding for this project is expected from sponsors and/or government grants, with potential sponsors already engaged and awaiting additional project information. Additional support may be gained from partner schools and/or institutions in the way of reduced management and/or labor costs.