

Informal progress report



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Informal report on work in progress Five-months progress report Work previously done The data required for drafting the instruction manual had been collected; survey was done amongst university and college students including online survey on major libraries worldwide. In the creation of the instruction manual we had identified various issues which include the level of access, content, and engagement of the participants where the resource will be utilized. There was also the process of identifying the education standards as well as training programs capable of assisting the team achieve the mission and vision of the whole process. Every work involved in the development of the instruction manual was apportioned appropriate time. All parameters through which employees and users of the resource were already identified including ideas on selection of appropriate resources and description of current requirements for successful completion of the manual were identified.

Work Done in Period Closing

Various priorities attached to different activities were accomplished including processing of budget and overall collection management activities within the manual. A preferable contractor JFZ and Company limited already identified. The design of the resource is already delivered and included in the manual with the Consultant analyzing the process involved in the whole project. The consultant gave advice on appropriate monitoring and control processes for the purposes of successful delivery. However, there was slight delay in submission of layout drawing. The interior designer has also been identified. Consequently, some decisions involving management of this project required authority from the ministry of education and this contributed to further delay owing to the long process and protocol involved (Ng and Chow 280-288).

In the process of creating mission statement, purpose for which the policy is drafted and the audience it should address, survey was undertaken. This survey was done in the month of January and March 2014, where we distributed electronic survey to fifteen of students from different majors and years and also included few members of the community. The survey for the construction of the instruction manual incorporated three questions regarding books, nature of environment required for successful drafting of the manual, and availability of sources of information. The questions asked and percentage responses are given in the table below;

Table 1: Sample Responses from survey question

Survey question

Responses

Responses

What is the first and main source that you use to get your information?

93% uses Internet

7% uses brick and mortar books

What would make you use the instruction manual more?

60 % for the manual to be availed online

40% need for instructors to teach users on application of the manual

Do you think that having an instruction manual with all the needed facilities will encourage you to utilize the resource more?

90% having separate manual where they will frequently refer to will encourage them to read

10% disagreed with the suggestion

In the first question the answers were that 93% get their information from the internet, and only 7% uses library books as main source of information.

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The huge representation on this question revealed the need for an instruction manual for all users from within the community. In the second question 60% proposed the necessity of the manual to be availed online while 40% were for additional instructors for the purposes of teaching users on application of the manual. The answers for the last question provided true motivation for the push in having an instruction manual for the resource since majority accepted the idea. This is since ninety percent accepted the idea on having a separate manual for books and other activities. The statistics as provided is a proof that the instruction manual is a necessity for adequate utilization of the resource. This would be a prerequisite to reduction of illiteracy levels.

Work to be Completed

Incorporation of various requirements for implementation and revision of the manual is still to be accomplished. Interpretation of the design proposal on display of resources and examining the content and nature of resources and associated information for the purpose of determining relevance as compared with external standards. Detailed description on the manual's effectiveness and relevance.

Progress made in creating policy manual

The creation of instruction manual began by a background research that focused on establishing policies and procedures that should be considered and more so those that are covered within the law. It was established that the most crucial factor that should be adhered in the instructional manual is the protection of author's copyrights therefore; the instruction manual will have to ensure no copyright-protected material can be re-produced. Through the data collected, many opinions have been noted which will be

incorporated to ensure the instructional manual reflects the expectation and desire of the prospective users of the library. Presently, everything has run smoothly and what waits to be done is analysis of the report generated from the data collection process and presentation of the final report on the manual.

Works Cited

Ng, Thomas and Chow, Lai Kit. Framework for Evaluating the Performance of Engineering Consultants. *Journal of Professional Issues in Engineering Education and Practice*, 130 (2004), 280-288.