



## Timeline for askON Fall Implementation (Staffing Libraries)

### May/June

- context & overview presentation delivered on site to all library staff
- Statement of Shared Understanding signed and staff contact info provided; site coordinator chosen
- login credentials assigned to designated askON staff
- technical info provided and software downloading to library computers
- scheduling begins
- ✓ May/June checklist

### July

- Train-the-Trainer in Toronto (site coordinator, plus one attends)
- local and buddy training commences at partner sites
- profile building by site coordinator in staff portal
- scheduling continues until complete
- ✓ July checklist

### August/Sept

- local training and buddy training continues
- website coding and testing
- virtual training
- ✓ August checklist

## LAUNCH

askON Implementation Timeline

January 2010