Timberland Regional Library
Project Timeline
Updated November 6, 2018

Task Project Work Plan and Timeline	Completion Date	Status	Notes
Project Initiation			
1.1 Segal sends data request to Timberland Regional Library	Tuesday, May 8, 2018	Completed	
1.2 Segal sets up SFT	Tuesday, May 8, 2018	Completed	
1.3 Segal sends Timberland Regional Library documents to discuss at initial project meeting	Friday, May 4, 2018	Completed	
1.4 Initial project meeting	Monday, May 7, 2018	Completed	
1.5 Timberland Regional Library provides requested information to Segal via Secure File Transfer (SFT)	Friday, June 29, 2018	Completed	
1.6 Project Meeting #1 (On-site)	August 6-8, 2018	Completed	
Meeting with Library Director and Human Resources	August 6-8, 2018	Completed	
Interviews with Library Director and Department Heads	August 6-8, 2018	Completed	
Employee Communication Meeting/Focus Groups (3)	August 6-8, 2018	Completed	
Project Review Committee Meeting #1	August 6-8, 2018	Completed	
1.7 Communication #1 to all employees	Friday, August 24, 2018	Completed	
1.8 Web-based all staff survey (Compensation and Benefits)	Tuesday, September 4, 2018	Completed	
1.9 *Draft survey; send to Timberland Regional Library for review*	Friday, September 14, 2018	Completed	
1.10 *Timberland Regional Library review and approve*	Wednesday, October 3, 2018	Completed	
1.11 *Launch survey*	Monday, October 15, 2018	Completed	
1.12 *Close survey*	Friday, November 2, 2018	Completed	
1.13 *Compile and analyze survey results*	Friday, November 9, 2018	Completed	
1.14 *Send Timberland Regional Library summary of survey findings*	Monday, November 19, 2018	Completed	
Classification Analysis			
2.1 Segal sends draft PDQ Timberland Regional Library for review	Friday, July 13, 2018	Completed	
2.2 Timberland Regional Library provides feedback on PDQ	Friday, July 20, 2018	Completed	
2.3 Segal finalizes PDQ	Friday, July 27, 2018	Completed	
2.4 Timberland Regional Library distributes PDQs to employees	Friday, August 31, 2018	Completed	
2.5 *EEs complete PDQs, send to supervisors*	Friday, September 14, 2018	Completed	
2.6 *Supervisors review PDQs, send to Department Head*	Friday, September 21, 2018	Completed	
2.7 *Department Heads complete PDQ and send to HR*	Friday, September 28, 2018	Completed	
2.8 *HR sends completed PDQs to Segal*	Friday, October 5, 2018	Completed	
2.9 Segal reviews PDQs	Friday, October 26, 2018	In Progress	
2.10 Develop Compensation Philosophy	Wednesday, November 7, 2018	In Progress	
2.11 Segal conducts interviews with employees (20) via telephone	Thursday, November 15, 2018		Nov 15-16, 19-20, 26
2.12 Project Review Committee Meeting #2 (Virtual)	Friday, December 7, 2018		Tentative
2.13 Segal sends draft recommendations to Timberland Regional Library	Friday, December 21, 2018		
2.14 TRL Approved recommendations	Friday, January 4, 2019		
2.15 Segal finalizes job title/structure recommendations	Friday, January 11, 2019		
2.16 Segal sends updated job descriptions to Timberland Regional Library	Monday, February 25, 2019		

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Market Assessment			
3.1 Determine peer employers, benchmarks, information to collect	Friday, December 14, 2018		
3.2 Segal sends Timberland Regional Library draft survey document	Friday, December 21, 2018		
3.3 Timberland Regional Library reviews survey document and provides edits/feedback to Segal	Friday, January 11, 2019		
3.4 Segal sends survey document to peer employers	Friday, January 18, 2019		
3.5 Client submits completed survey document to Segal	Friday, February 1, 2019		
3.6 Survey respondents complete survey	Friday, February 8, 2019		
3.7 Segal builds database, follows up with peers	Friday, February 8, 2019		
3.8 Segal analyzes data	Friday, February 22, 2019		
3.9 Segal sends Timberland Regional Library draft data tables	Friday, March 1, 2019		
3.10 Timberland Regional Library reviews draft data tables, provides feedback to Segal	Friday, March 8, 2019		
3.11 Segal prepares draft report, sends to Timberland Regional Library for review	Friday, March 22, 2019		
3.12 Timberland Regional Library and Segal discuss draft market study report	Wednesday, March 27, 2019		
3.13 Segal sends final report to Timberland Regional Library	Friday, April 5, 2019		
Recommendations Development			
4.1 Segal and Timberland Regional Library discuss compensation policies and practices	Monday, April 1, 2019		
4.2 Segal designs recommended salary schedule	Friday, April 5, 2019		
4.3 Segal recommends pay grade assignments	Friday, April 5, 2019		
4.4 Segal determines cost impact	Friday, April 12, 2019		
4.5 Segal drafts written recommendations and sends them to Timberland Regional Library for review	Friday, April 19, 2019		
4.6 Timberland Regional Library and Segal discuss draft recommendations	Friday, April 26, 2019		
4.7 Segal sends Timberland Regional Library final recommendations	Friday, May 10, 2019		
Presentation of Results			
5.1 Final Presentation	TBD		