

Data Audit | Think about the data you're already collecting. Fill in the chart below.

<i>Data</i>			
<i>Who collects this data?</i>			
<i>Where is it stored?</i>	Individual's computer <input type="checkbox"/> Shared drive <input type="checkbox"/> Cloud storage <input type="checkbox"/> Other <input type="checkbox"/>	Individual's computer <input type="checkbox"/> Shared drive <input type="checkbox"/> Cloud storage <input type="checkbox"/> Other <input type="checkbox"/>	Individual's computer <input type="checkbox"/> Shared drive <input type="checkbox"/> Cloud storage <input type="checkbox"/> Other <input type="checkbox"/>
<i>What story does it tell?</i>			
<i>How is it shared already?</i>			

Communications Audit | Using the handouts or video, analyze the Communications Piece by filling in the chart below.

What stakeholder do you think this is targeted to?
How are the library contributions to the stakeholder's life/project/process/etc. communicated?
What data, if any (quantitative or qualitative), is cited or used to emphasize value?
How does the communication demonstrate empathy toward the stakeholder?
How might this communication be improved?
In what other ways might this information be communicated besides this particular website/information sheet/handout/flier/video?

Stakeholder Analysis | Choose a stakeholder. Fill in the boxes with appropriate information.

Stakeholder	
Values/Attitudes	
Pain Points	
Library SERs that make SH's life easier	
Preferred Communication Style/Method	

Communications Mock Up | Fill in the boxes below. Then create a mock-up of your communication

Stakeholder
Data
Method and Tool for communicating

Mock Up
