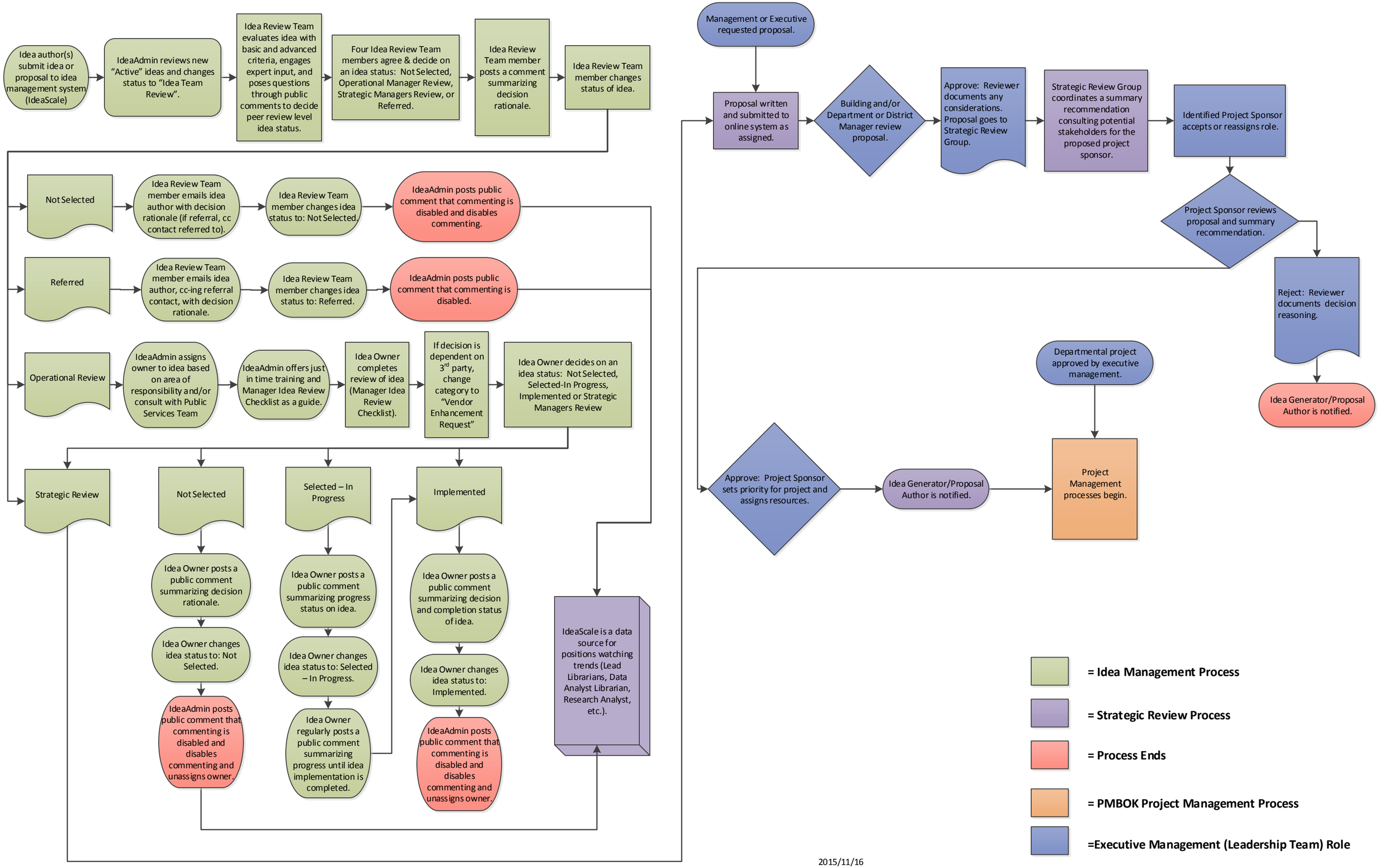
Idea author(s) submit idea or proposal to idea management system (IdeaScale)
IdeaAdmin reviews new "Active" ideas and changes status to "Idea Team Review".
Idea Review Team evaluates idea with basic and advanced criteria, engages expert input, and poses questions through public comments to decide peer review level idea status.
Four Idea Review Team members agree & decide on an idea status: Not Selected, Operational Manager Review, Strategic Managers Review, or Referred.
Idea Review Team member posts a comment summarizing decision rationale.
Idea Review Team member changes status of idea.
Not Selected
Idea Review Team member emails idea author with decision rationale (if referral, cc contact referred to).
Idea Review Team member changes idea status to: Not Selected.
IdeaAdmin posts public comment that commenting is disabled and disables commenting.
Referred
Idea Review Team member emails idea author, cc-ing referral contact, with decision rationale.
Idea Review Team member changes idea status to: Referred.
IdeaAdmin posts public comment that commenting is disabled.
Operational Review
IdeaAdmin assigns owner to idea based on area of responsibility and/or consult with Public Services Team
IdeaAdmin offers just in time training and Manager Idea Review Checklist as a guide.
Idea Owner completes review of idea (Manager Idea Review Checklist).
If decision is dependent on 3rd party, change category to "Vendor Enhancement Request"
Idea Owner decides on an idea status: Not Selected, Selected-In Progress, Implemented or Strategic Managers Review
Strategic Review
Not Selected
Selected – In Progress
Implemented
Idea Owner posts a public comment summarizing decision rationale.
Idea Owner changes idea status to: Not Selected.
IdeaAdmin posts public comment that commenting is disabled and disables commenting and unassigns owner.
Idea Owner posts a public comment summarizing progress status on idea.
Idea Owner changes idea status to: Selected – In Progress.
Idea Owner regularly posts a public comment summarizing progress until idea implementation is completed.
Idea Owner posts a public comment summarizing decision and completion status of idea.
Idea Owner changes idea status to: Implemented.
IdeaAdmin posts public comment that commenting is disabled and disables commenting and unassigns owner.
IdeaScale is a data source for positions watching trends (Lead Librarians, Data Analyst Librarian, Research Analyst, etc.).
Management or Executive requested proposal.
Proposal written and submitted to online system as assigned.
Building and/or Department or District Manager review proposal.
Approve: Reviewer documents any considerations. Proposal goes to Strategic Review Group.
Strategic Review Group coordinates a summary recommendation consulting potential stakeholders for the proposed project sponsor.
Identified Project Sponsor accepts or reassigns role.
Project Sponsor reviews proposal and summary recommendation.
Reject: Reviewer documents decision reasoning.
Idea Generator/Proposal Author is notified.
Departmental project approved by executive management.
Approve: Project Sponsor sets priority for project and assigns resources.
Idea Generator/Proposal Author is notified.
Project Management processes begin.
= Idea Management Process
= Strategic Review Process
= Process Ends
= PMBOK Project Management Process
=Executive Management (Leadership Team) Role

2015/11/16