Environmental Mapping Worksheet

Purpose: This pre-planning document is to help connect Open Access Week activities with your organization's goals/priorities, as well as partners across campus. After your event, this worksheet can be referenced when writing a report to library/campus administrators or other stakeholders.

Instructions:

Start with the middle column (column 2). Use a worksheet for every OA Week activity you are planning or considering. Plug this activity into column 2. The audience box should describe your target audience for the specific activity. The purpose box can be used to finish the sentence: "Open in order to…" The final box in column 2 should include your assessment plan, which could be a measurement such as "number of attendees."

Next, move the left column (column 1). Column 1 will take the most time. This is a space to gather strategic/priority documents for your organization (which could be the library and/or the larger institution). Typically, this will include strategic plans, mission and vision statements, library operational plans, etc. Complete a box from column 1 for each document you find relevant. Use the summary section to capture larger takeaways from each document.

Between column 1 and column 2, identify how each document speaks to your Open Access Week activity. For example, if you are holding a graduate-level workshop about author rights, you may identify "Shape the future researchers of tomorrow" as a line from your institution's strategic plan.

Finally, move on to column 3. Column 3 is used to identify other stakeholders who are also seeking to accomplish the goals framed in your organization's strategic/priority documents. You may uncover new partners as you search through these documents.

 Use the space between column 2 and column 3 to make notes about broader connections between partners and the three aspects of your activity.

Library & institutional Priorities Documents	Open Access Week Activity	Potential Partners
Document 1 Title: Summary:	**Audience**	**In the Library**
Document 2 Title: Summary:	**Purpose**	**At Your Institution**
Document 3 Title: Summary:	**How will you assess?**	