



February 3, 1997

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*gave to PSB  
2-6-97*

TO: Patricia Senn Breivik  
Margaret Auer  
Tom Burns  
Louise Bugg

From: Bill Easton *BE*

RE: Summary of Action Plan

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The following is a summary of the action plan agreed upon by the above five people in a phone conversation on January 30, 1997. This action plan is to enable the Partnership Task Force to bring their task to a close—to create and approve a partnering proposal between Ameritech Library Services and DALNET to present to the DALNET Board.

Four steps were seen as necessary to fulfill the task.

1. Acceptance of Horizon and other Ameritech products as functionally adequate for DALNET with a statement from Ameritech to address the issue identified which are not adequate.
2. Statement of principles of a partnership both internal to DALNET and between Ameritech and DALNET.
3. Development of overall project plan, with timeline, to move DALNET from a SNA environment running NOTIS to a TCP/IP network with Horizon and other Ameritech products installed. This is to be a detailed plan describing all the elements.
4. Joint creation of proposal which is to be presented to DALNET board and to Ameritech Management.

The responsibilities and commitments to the above steps are as follows:

1. Bill Easton with Tom Burns will present a written response to the needs as identified by DALNET in the Horizon system. Bill Easton will schedule a demonstration of Horizon and other Ameritech products with Louise Bugg. This will take place after Midwinter ALA.
2. Members of the team from DALNET will meet to discuss principles of a partnership and share them with Ameritech. A copy of these principles will be sent to Ameritech and will be discussed and agreed upon by the entire team after the demonstration.
3. Mari Franklin will work with Louise Bugg to create a project plan for the migration from NOTIS to Horizon. This will include products, implementation, conversion of data, networking and hardware installation with a timeline included. This will be completed after the demonstration of Horizon.
4. Representatives from DALNET will come to Chicago to work on the proposal with Mari Franklin. This is to be done after the project plan is complete.

The above was agreed upon and a commitment was made to complete these steps.

Ameritech would also like to suggest the following time frame for the above.

- **Demonstration—One Day** Last two weeks of February/First two weeks of March
- **Discussion of Principles/Project Plan** Discussion after Demonstration—extra day.
- **Proposal in Chicago** After Demonstration and discussion of Principles and Project Plan. Completed in March.
- **Final Meeting of Task Force** End of March
- **Presentation of Proposal to DALNET Board/  
Ameritech Management** April