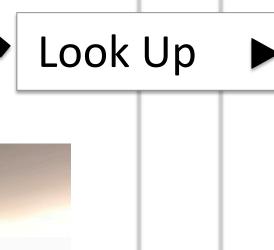# Microsoft Office Testing at Kitsap Regional Library.docx

Home | Layout | Document Elements

Kitsap Regional Library is a public library system located just west of Seattle in Kitsap County. Together with both internal and external stakeholders, Kitsap is working to

Look Up ▶

The Kingston branch. Photo Credit: Leigh Ann Winterowd

implement Microsoft Office Suite testing at its Kingston branch. Implementing such testing will allow local residents to receive certification from Microsoft in the use of Word, PowerPoint, and Excel. Certification is instrumental in building resumes and continuing professional education.

It looks like you're trying to implement a new service at a public library. Would you like some help?

Yes   No

Stakeholders…

KITSAP REGIONAL Library

WORKSource

Washington State Library

Office Assistant   X

Project Planning

Always begin with research.

- [x] Meet with stakeholders
- [x] Find needed resources
- [x] Determine best way to access resources

After research is done, create a plan for implementation.

- [x] Create a timeline and checklist
- [x] Get feedback from stakeholders

Ok   Cancel

Save As: Next Steps

Tags: Present completed plan for MOS testing to leaders at Kitsap

Where: Begin offering MOS testing as a service at the Kingston branch

Office Assistant   X

This program is a first step towards future testing and professional development services

Next >

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