

# Project Management 101 for Libraries

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## Today's Learning:

- Walk away with a basic vocabulary and understanding of project management processes.
- Go home with one idea for adding project management practices to your library.
- Add one professional development goal in 2017 to sustain or develop your project management skills.



Who's here?



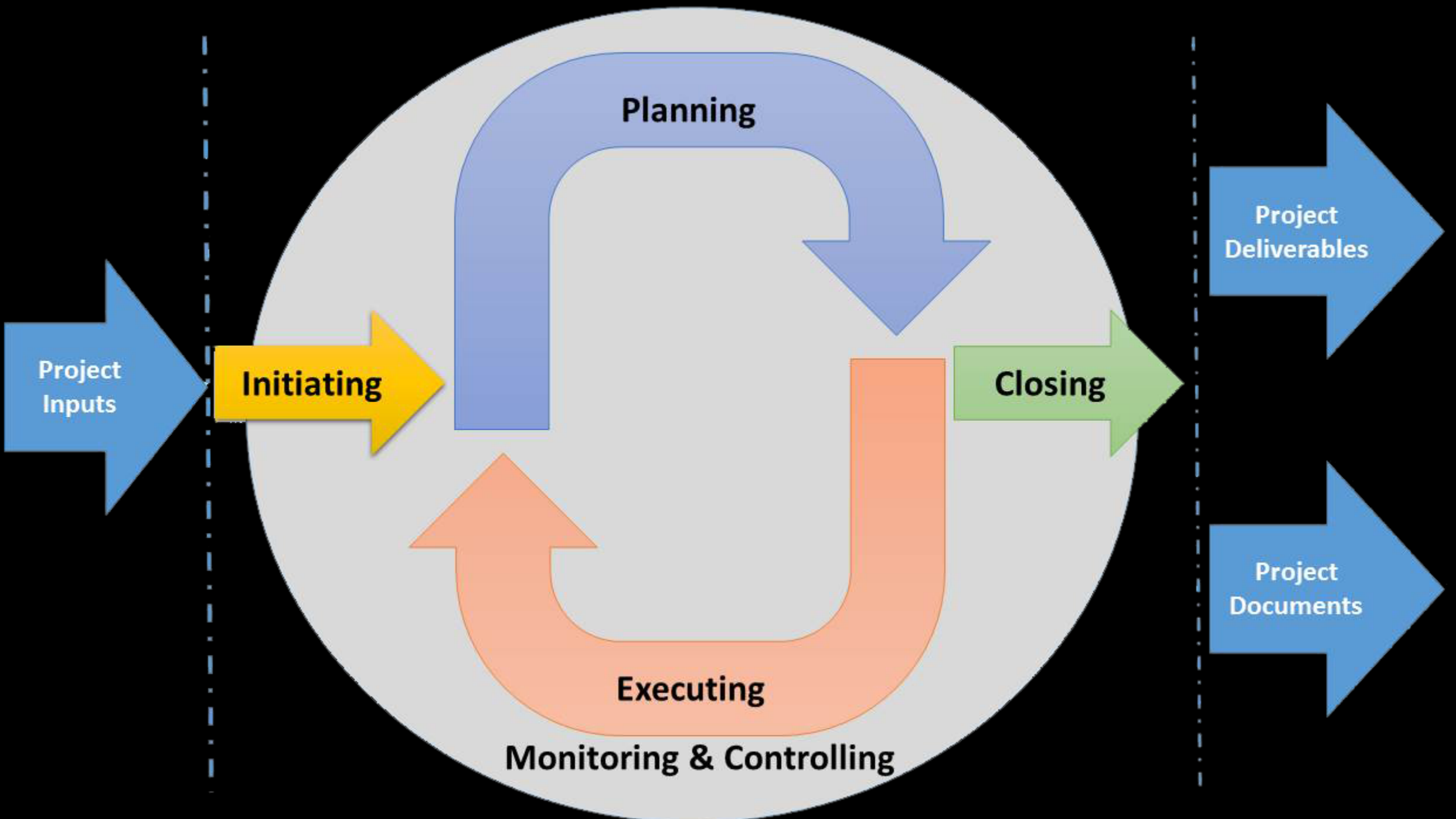
# What is a Project?

- A beginning
- An end
- Happens one-time only
- Produces a unique product
- Goal-driven
- Collaborative

Deliverable  
Definition  
Management Sponsor  
Requirements Assumption  
Objective Charter  
Stakeholder Program Chart  
Phase Workplan  
Functional Program Scope Creep Milestone  
Team Schedule  
Client/ Customer  
Issue  
Manager Lifecycle  
Constraints Gantt Change Critical  
Path Dependencies

# What is Project Management?

- Initiating
- Planning
- Executing
- Monitoring & Controlling
- Closing



Project  
Inputs

Initiating

Planning

Closing

Executing

Monitoring & Controlling

Project  
Deliverables

Project  
Documents

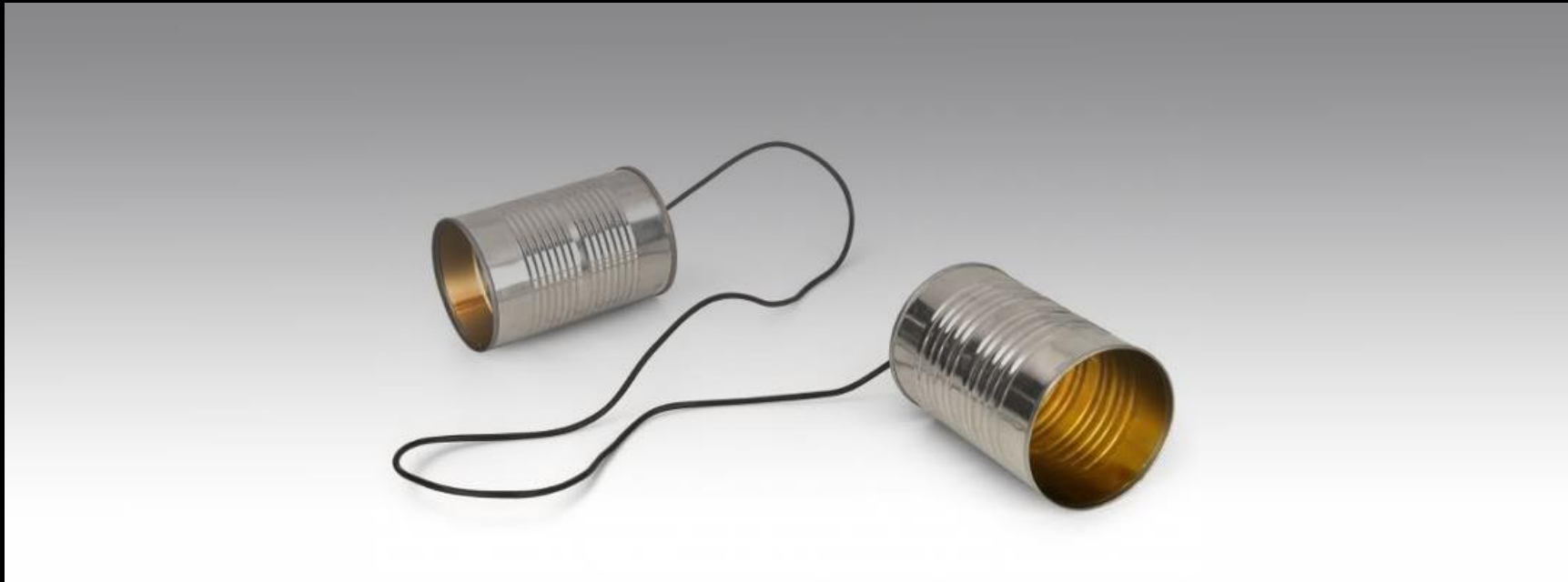
# Stakeholders & Communications



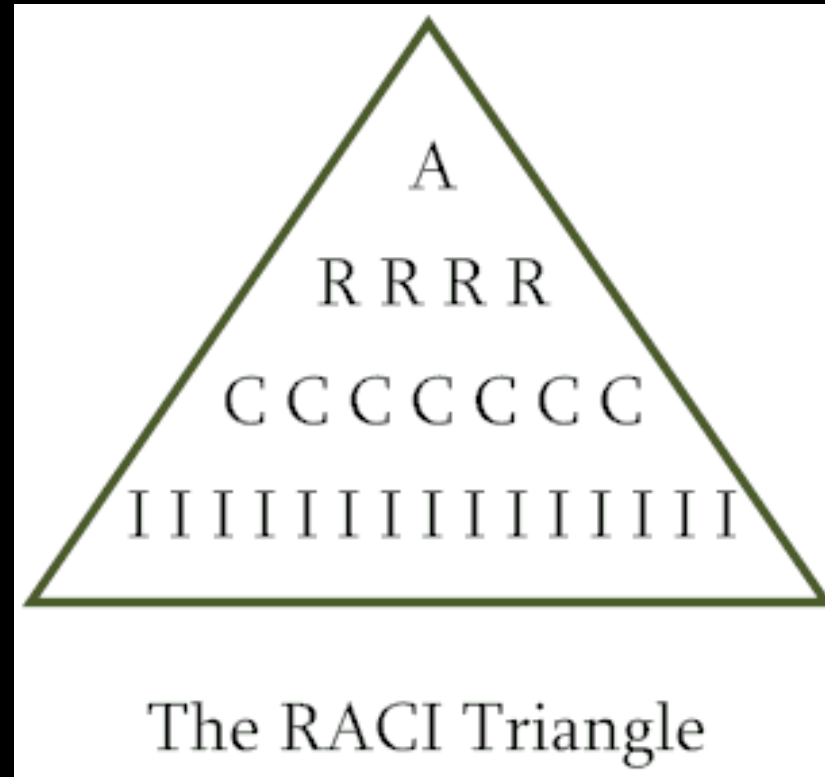
# The Stakeholders



# Communication



# Getting RACI



# Initiation & Planning

# Project Charter

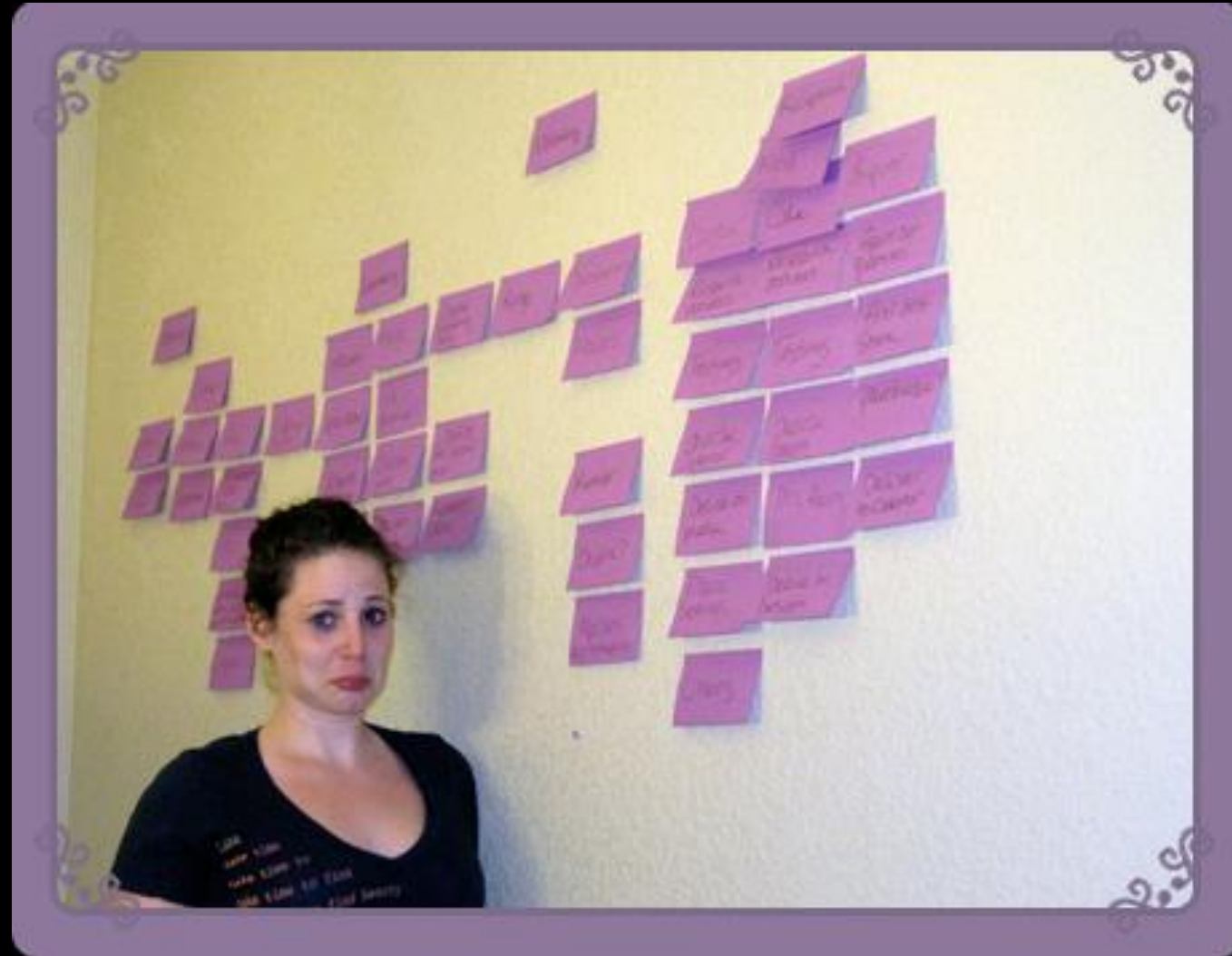
- Lays out a high-level description of and plan for the project
- Gets everyone on the same page regarding scope, budget, & schedule
- Is a resource for questions that arise down the road
- Authorizes the work to take place and gives the PM the mandate to do the work



# Risk



# Work Breakdown Structure (WBS)



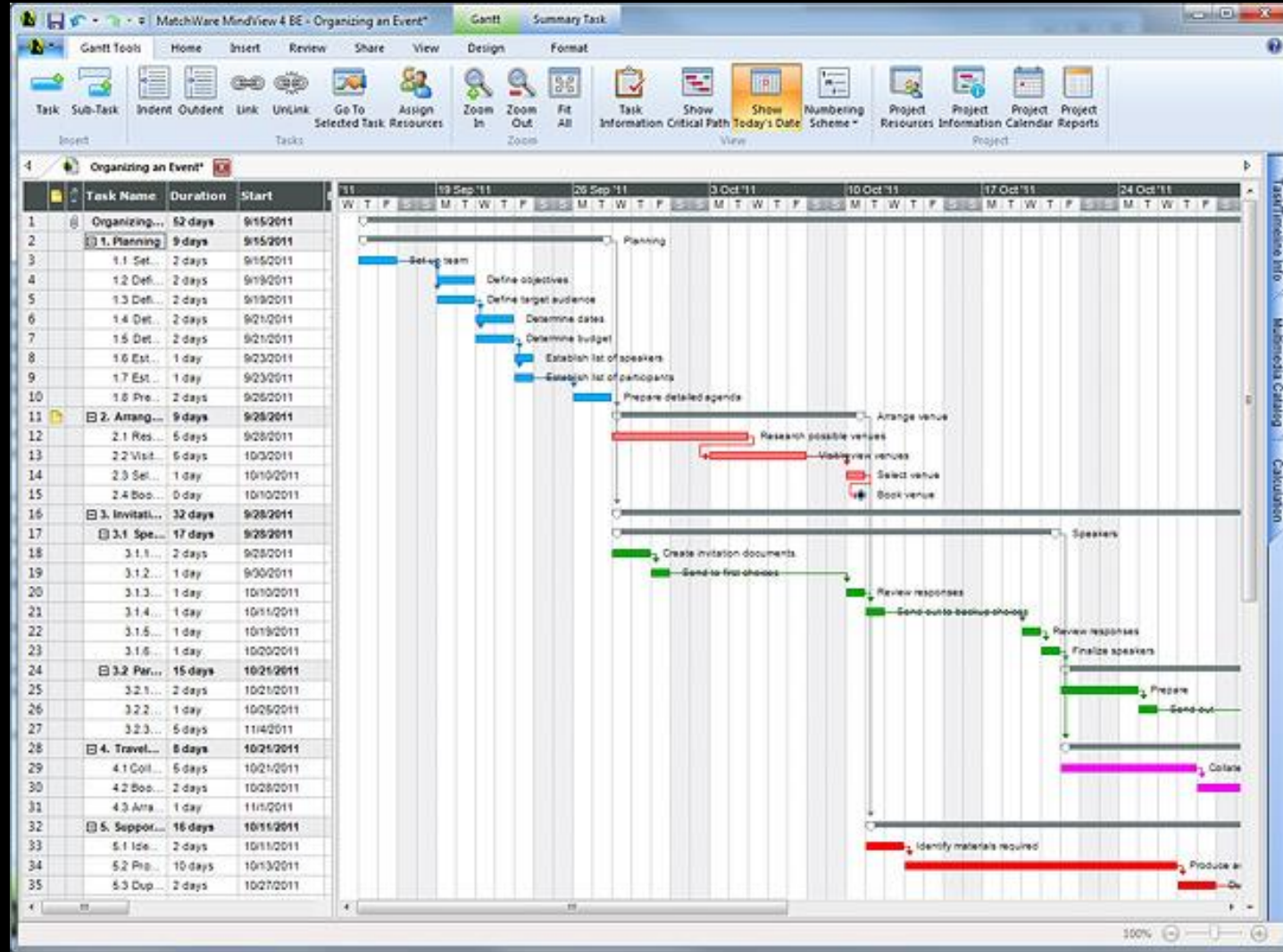
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Execution

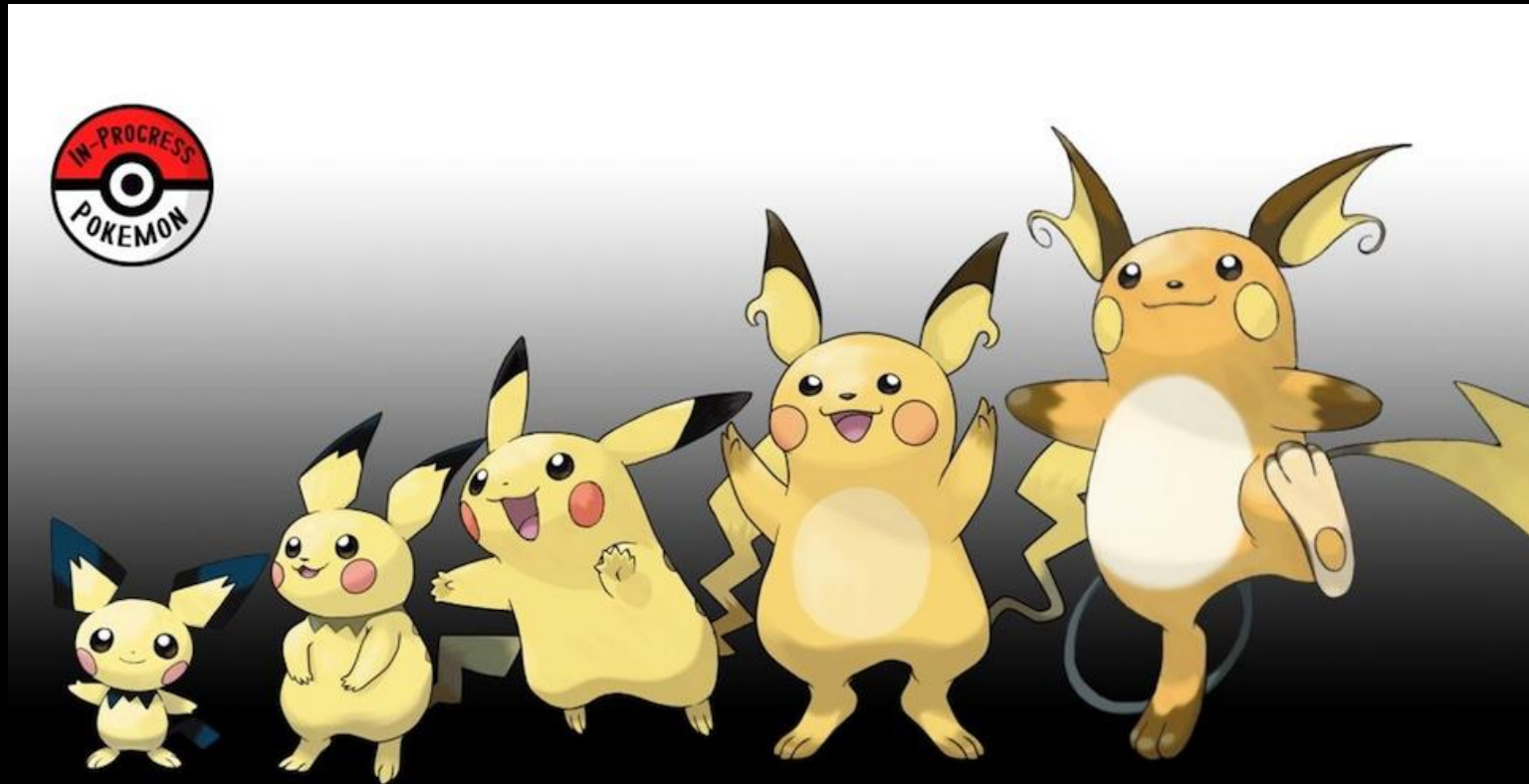
Monitoring &  
Controlling



# Gantt Chart



# Managing Change



# Status Reporting

Overall Project Status		
<b><u>Status Levels</u></b> <ul style="list-style-type: none"><li>• <b>Green:</b> On track to complete project as planned</li><li>• <b>Yellow:</b> Some risks and issues present</li><li>• <b>Red:</b> Will not achieve desired project results</li></ul>		<b>Enter Status Level Below</b>
	Schedule	Yellow
	Scope	Green
	Budget	Green

**SCOPE**



**QUALITY**

**TIME**

**COST**

Closing



TRY FAIL SUCCESS

The image shows a chalkboard with the words 'TRY', 'FAIL', and 'SUCCESS' written in white chalk. A large, hand-drawn circular arrow surrounds the text, starting from the top left, curving around the words, and ending with an arrowhead pointing towards the word 'SUCCESS'. This diagram illustrates a continuous cycle of learning and growth.

LESSONS  
LEARNED







What will you do?

# Q & A

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