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
What is the key vocabulary?

What is Project Management?

• Initiating
• Planning
• Executing
• Monitoring & Controlling
• Closing
Stakeholders & Communications
The Stakeholders
Communication
Getting RACI

The RACI Triangle
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)

http://www.systemation.com/veryPmpWedding/images/wbs-4.png
Execution

Monitoring & Controlling
Gantt Chart
Managing Change
## Status Reporting

### Overall Project Status

<table>
<thead>
<tr>
<th>Status Levels</th>
<th>Enter Status Level Below</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Green</strong>: On track to complete project as planned</td>
<td>Schedule: Yellow</td>
</tr>
<tr>
<td><strong>Yellow</strong>: Some risks and issues present</td>
<td>Scope: Green</td>
</tr>
<tr>
<td><strong>Red</strong>: Will not achieve desired project results</td>
<td>Budget: Green</td>
</tr>
</tbody>
</table>
Closing
TRY -> FAIL -> SUCCESS
LESSONS LEARNED
Organizational Assets

- Procedures
- Technologies
- Knowledge
- Policies
What will you do?
Q & A

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