Library Project Management—What It Is & Why It Matters

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Welcome Back!

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Before we begin...

We’d love to learn a little more about you and your interest in project management!

- What is your level of familiarity with project management (prior to this webinar)?

- In a few words, what comes to mind when you hear the phrase “project management”? 

- Briefly describe a project(s) or aspect(s) of your work/life that you’re going to use for today’s activities.

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<table>
<thead>
<tr>
<th>Exercise Format</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Introduction</strong></td>
<td>Presenters will provide an introduction to the project management technique and explain the exercise</td>
</tr>
<tr>
<td><strong>Individual work</strong></td>
<td>Attendees will work individually to complete the exercise using their own scenarios</td>
</tr>
<tr>
<td><strong>Small group discussion</strong></td>
<td>Attendees will go into breakout rooms to discuss the technique/exercise in a small group</td>
</tr>
<tr>
<td><strong>Questions</strong></td>
<td>Everyone will come back together to discuss any questions about the technique/exercise</td>
</tr>
</tbody>
</table>
01 Stakeholders and Communication
Stakeholders
# Stakeholder Mapping: Power-Interest Grid

<table>
<thead>
<tr>
<th>Influence</th>
<th>Interest</th>
</tr>
</thead>
<tbody>
<tr>
<td>Handle with care</td>
<td>Top priority</td>
</tr>
<tr>
<td>Keep satisfied</td>
<td>Manage closely</td>
</tr>
<tr>
<td>Meet their needs</td>
<td></td>
</tr>
<tr>
<td>Monitor</td>
<td>Need help to participate</td>
</tr>
<tr>
<td>Keep into account</td>
<td>Keep informed</td>
</tr>
<tr>
<td>Know they exist</td>
<td></td>
</tr>
</tbody>
</table>
## Stakeholders Communication Plan

<table>
<thead>
<tr>
<th>Stakeholder</th>
<th>Role</th>
<th>Priority</th>
<th>Deliverable</th>
<th>Frequency</th>
<th>Method</th>
<th>Owner</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joey Smith</td>
<td>Executive (CEO)</td>
<td>Meet needs</td>
<td>Accomplishment report</td>
<td>Major milestone</td>
<td>Email</td>
<td>PM</td>
<td>Include schedule updates and cc secretary</td>
</tr>
<tr>
<td>Jazz Smith</td>
<td>Executive (direct sup)</td>
<td>Top priority</td>
<td>Project status</td>
<td>Monthly</td>
<td>Meeting</td>
<td>PM</td>
<td>Include schedule, cost, resources, and problems</td>
</tr>
<tr>
<td>Jack Smith</td>
<td>PM Team member</td>
<td>Keep informed</td>
<td>Yesterday's work, today's goals, any blockers</td>
<td>Daily</td>
<td>Standup meetings</td>
<td>PM</td>
<td>In person T/W/R; On zoom M/F</td>
</tr>
<tr>
<td>Jody Smith</td>
<td>Different division</td>
<td>Keep informed</td>
<td>Any changes that affect their team</td>
<td>Ad hoc/as needed</td>
<td>Meeting</td>
<td>PM</td>
<td>Include John in meeting and report updates to Jazz after</td>
</tr>
<tr>
<td>Jane Smith</td>
<td>Outside consultant</td>
<td>Keep into account</td>
<td>Update and major changes</td>
<td>Monthly</td>
<td>Email</td>
<td>Jack</td>
<td>CC the PM on email</td>
</tr>
<tr>
<td>Smith customers</td>
<td>Customers</td>
<td>Keep into account</td>
<td>New product and congrats</td>
<td>Go live</td>
<td>Social Media post</td>
<td>Social Media team</td>
<td>Tag top fans</td>
</tr>
</tbody>
</table>
Stakeholder Exercise

Complete Stakeholders Communication Plan

- Write stakeholders for your project in first column, identifying their role in the second column.
  - In a formal environment, you will want to capture as many as possible.
  - For today, start with 3-5 at various positions and add more later as time allows.

- Map them on the Power-Interest Grid (column three)

- Complete the communication plan for each of your stakeholders

- Repeat with more stakeholders as time allows
Stakeholder Breakout Session

- Briefly describe your project.
- How did you place your stakeholders in the grid? Which category was the hardest to place? What is the benefit of mapping?
- How do you think you could use a communications plan like this in your organization?
- What additional stakeholders can the team help you find?
- Whatever else your group would like to discuss!
Project Board
Project Board Exercise

- Create a new Trello board
  - Click the “blue plus sign” at the top of the home page
- Create a list titled “Project Backlog”
- Make cards for things that need to be completed (approx. 10-15)
- Create a second list titled “Prioritized Backlog”
- Move cards to second list in priority order
  - Priority could be importance or time-based or something else
- As prioritize cards, think about (for example)
  - What much effort is involved in the work on this card?
  - Who needs to work on this?
  - When does it need to be done?
  - What’s the “definition of done”?
  - Should this work actually be multiple cards?
- Build out the cards using relevant features – description, checklist, labels, members, et cetera
- Create other lists (whatever makes sense for the project) – may or may not be To Do, Doing, Done.
- Experiment, explore – templates, power-ups, other features.
Breakout Session

- What questions or considerations came to mind as you tried to prioritize the backlog?
- What lists did you create / how did you organize your board?
- What features of Trello did you discover? What appeared most interesting or useful?
- Do you think you or your organization could benefit from using a project management platform like Trello?
- Whatever else your group would like to discuss!
Risk Assessment
If you don't invest in risk management, it doesn't matter what business you're in, it's a risky business.

-Gary Cohn
<table>
<thead>
<tr>
<th>RISK MATRIX</th>
<th>Insignificant</th>
<th>Minor</th>
<th>Moderate</th>
<th>Major</th>
<th>Catastrophic</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(Day-to-day</td>
<td>(Affects up to 10% of schedule or budget)</td>
<td>(Affects up to 30% of schedule or budget)</td>
<td>(Affects up to 50% of schedule or budget)</td>
<td>(Project abandoned)</td>
</tr>
<tr>
<td></td>
<td>process will easily mitigate)</td>
<td>2 points</td>
<td>3 points</td>
<td>4 points</td>
<td>5 points</td>
</tr>
<tr>
<td>Certain (&gt;90% chance)</td>
<td>Moderate 5</td>
<td>High 10</td>
<td>Extreme 15</td>
<td>Extreme 20</td>
<td>Extreme 25</td>
</tr>
<tr>
<td>Likely (50-90% chance)</td>
<td>Moderate 4</td>
<td>High 8</td>
<td>High 12</td>
<td>Extreme 16</td>
<td>Extreme 20</td>
</tr>
<tr>
<td>Moderate (10-50% chance)</td>
<td>Low 3</td>
<td>Moderate 6</td>
<td>High 9</td>
<td>High 12</td>
<td>Extreme 15</td>
</tr>
<tr>
<td>Unlikely (3-10% chance)</td>
<td>Low 2</td>
<td>Moderate 4</td>
<td>Moderate 6</td>
<td>High 8</td>
<td>High 10</td>
</tr>
<tr>
<td>Rare (&lt;3% chance)</td>
<td>Low 1</td>
<td>Low 2</td>
<td>Low 3</td>
<td>Moderate 4</td>
<td>Moderate 5</td>
</tr>
</tbody>
</table>
Risk Exercise

Complete Risk Assessment Form:

- Identify risks to your projects, big and small.
- Rate them according to their likelihood and severity to assign a risk rating.
- Consider what action(s) you would choose to mitigate your risk.
Risk Breakout Session

- What questions or considerations come to mind as you assess the risks?
- Was it easier to assign the likelihood or severity a number?
- What additional risks can the team identify?
- Do you think your organization could benefit from using a risk matrix and assessment?
- Whatever else your group would like to discuss!
Reflection
“We do not learn from experience ... we learn from reflecting on experience.”

—John Dewey
Please consider and write down...

- What is the most interesting or valuable thing I learned?
- What is something that I’d like to know more about?
- What is one action that I commit to take to implement what I learned or grow my project management knowledge and skill?
Thank you!

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