

Library Project Management— What It Is & Why It Matters

December 7, 2023



Welcome Back!



Jennifer González
she/her

Senior Legal Information Specialist
Law Library of Congress
jgon@loc.gov



Morgan Stoddard
she/her

Associate Director
George Mason University Law Library
mstodda@gmu.edu

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.

PollEv.com/morganstoddard195



Overview



01

Stakeholders

02

Project Board

03

Risk Assessment

04

Final Q & A

05

Reflection



Exercise Format



Introduction

Presenters will provide an introduction to the project management technique and explain the exercise



Individual work

Attendees will work individually to complete the exercise using their own scenarios



Small group discussion

Attendees will go into breakout rooms to discuss the technique/exercise in a small group



Questions

Everyone will come back together to discuss any questions about the technique/exercise



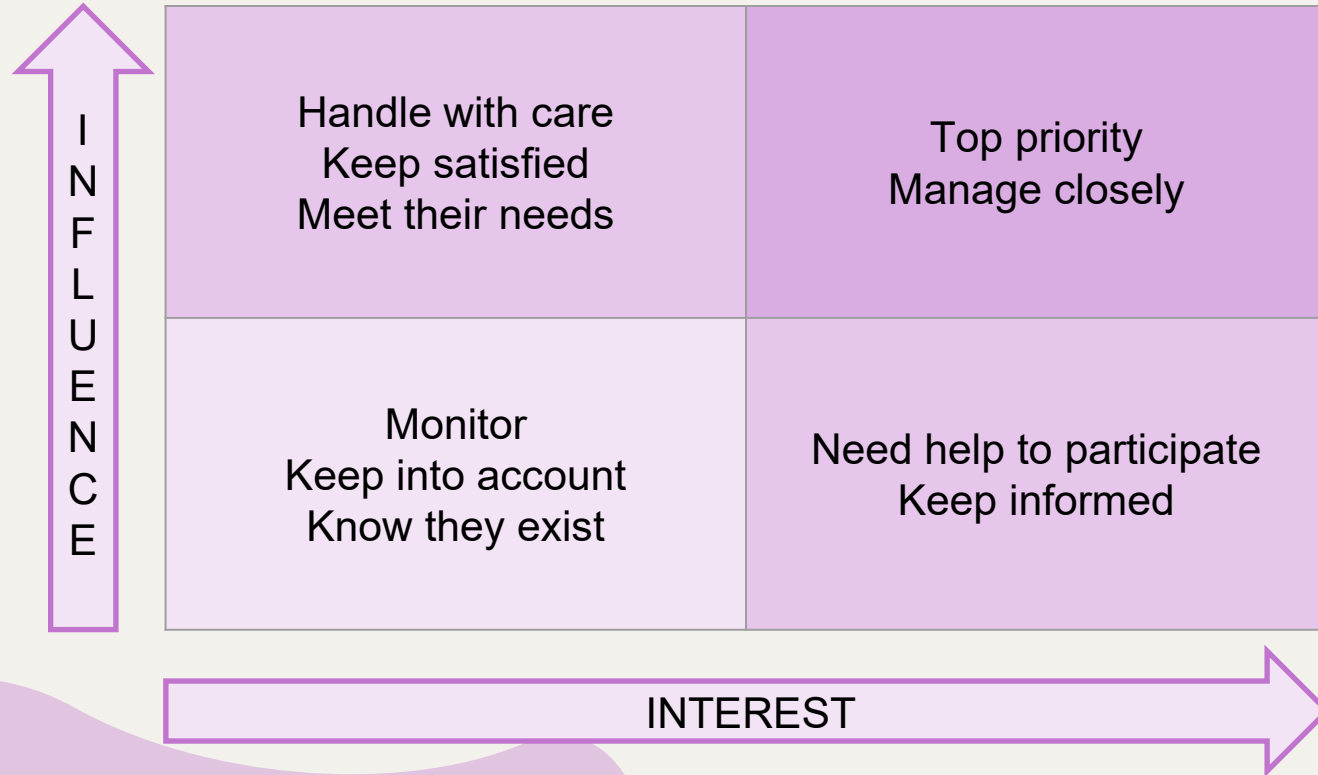


01 Stakeholders and Communication

Stakeholders



Stakeholder Mapping: Power-Interest Grid



Stakeholders Communication Plan

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



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

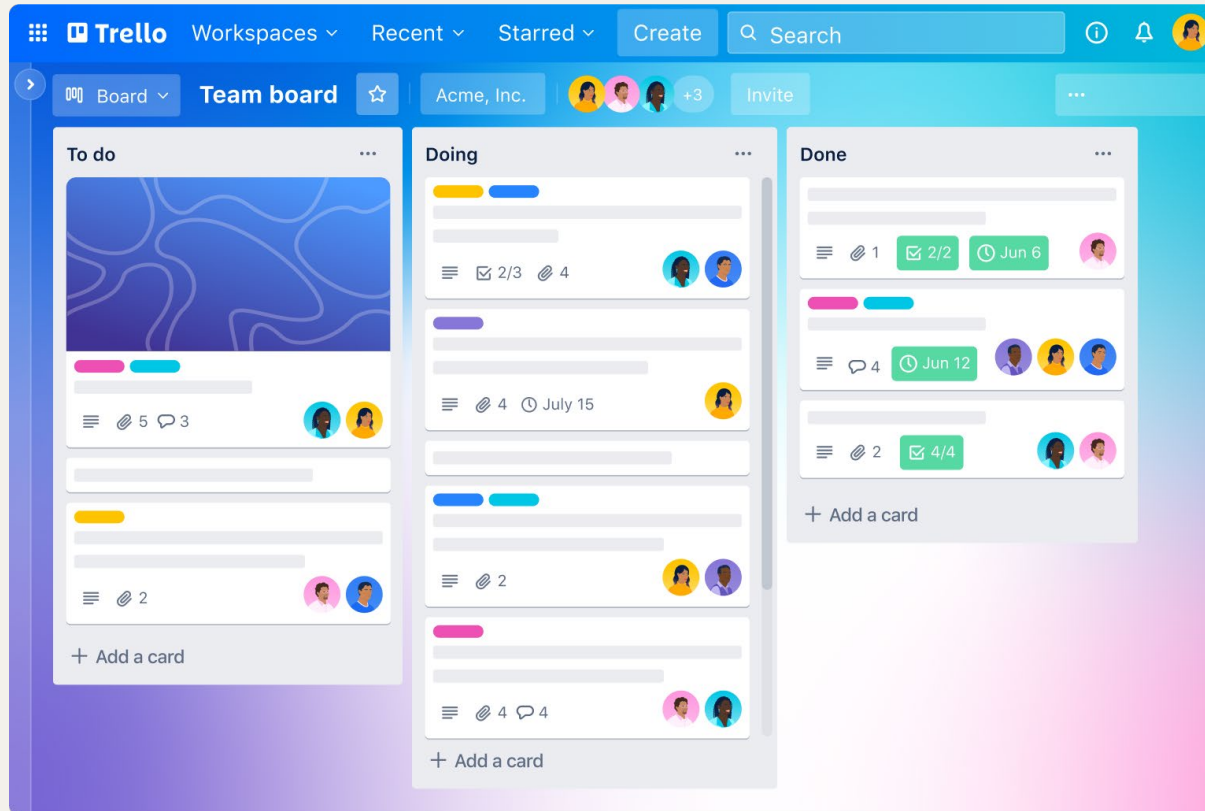
- Briefly describe your project.
- How did you place your stakeholders in the grid? Which category was the hardest to place? What is the benefit of mapping?
- How do you think you could use a communications plan like this in your organization?
- What additional stakeholders can the team help you find?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



02

Project Board

Trello



<https://trello.com/>

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!





03 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

	SEVERITY					
LIKELIHOOD	RISK MATRIX	Insignificant <i>(Day-to-day process will easily mitigate)</i> 1 point	Minor <i>(Affects up to 10% of schedule or budget)</i> 2 points	Moderate <i>(Affects up to 30% of schedule or budget)</i> 3 points	Major <i>(Affects up to 50% of schedule or budget)</i> 4 points	Catastrophic <i>(Project abandoned)</i> 5 points
	Certain <i>(>90% chance)</i> 5 points	Moderate 5	High 10	Extreme 15	Extreme 20	Extreme 25
	Likely <i>(50-90% chance)</i> 4 points	Moderate 4	High 8	High 12	Extreme 16	Extreme 20
	Moderate <i>(10-50% chance)</i> 3 points	Low 3	Moderate 6	High 9	High 12	Extreme 15
	Unlikely <i>(3-10% chance)</i> 2 points	Low 2	Moderate 4	Moderate 6	High 8	High 10
	Rare <i>(<3% chance)</i> 1 point	Low 1	Low 2	Low 3	Moderate 4	Moderate 5

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!





04

Final Q&A



05

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!

CREDITS: This presentation template was created by **Slidesgo**, and includes icons by **Flaticon**, infographics & images by **Freepik** and illustrations by **Storyset**

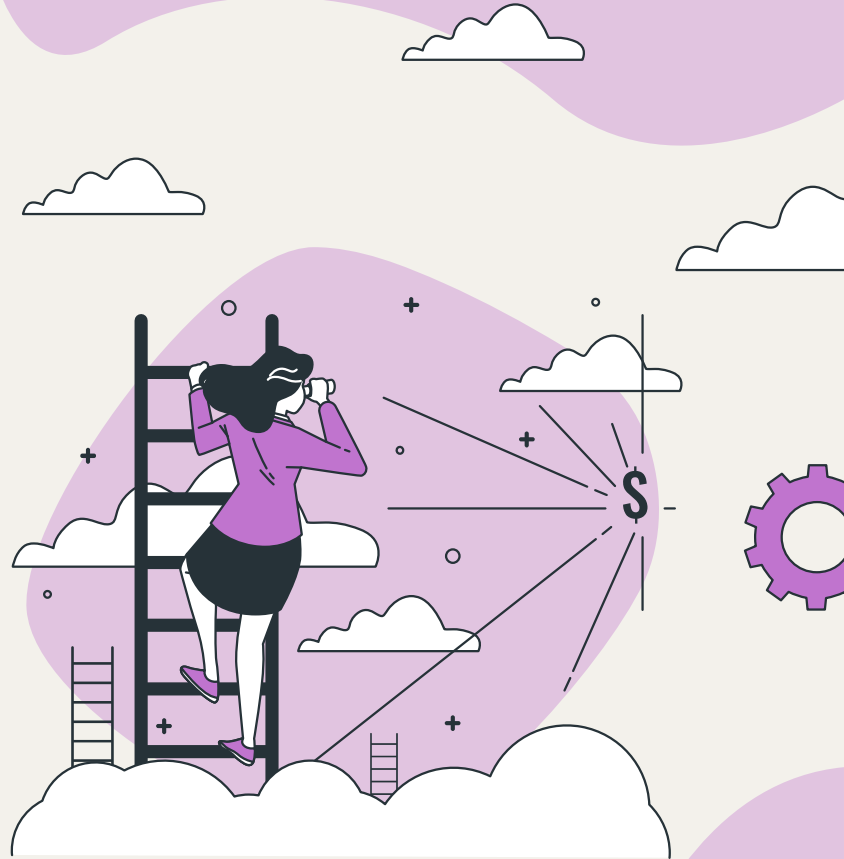


Image Credits

- Stakeholders: Microsoft Stock Image
- Trello: <https://trello.com>
- Risk Assessment: Microsoft Stock Image
- Reflection: <https://medium.com/thrive-global/why-you-should-harness-the-power-of-reflection-4a8f6d7710d4>