Library Project Management— What It Is & Why It Matters

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Welcome!

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Overview

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Why project management matters

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Project management fundamentals

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Agile methodology

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Preparing for Part II

Main Objectives

JARGON FREE ZONE

> "
> Rome wasn't built in a day, but they were laying bricks every hour. You don't have to build everything you want today, just lay a brick.
>
> JAMES CLEAR

- Provide an introduction to foundational principles and methodology

- Discuss specific, discrete techniques and strategies that you can start using today

- Share resources and opportunities for continued exploration and skill development

01

Why Project Management Matters

State of project management in libraries

- Project management is part of operations at essentially all libraries to some degree

- Project management is a significant part of operations at about a third of libraries

—Anastasia Guimaraes et al., State of Project Management in Libraries, 61 J. Libr. Admin. 644 (2021)

AALL BODY OF KNOWLEDGE [BoK]

Professionalism & Leadership at Every Level

- Communication

- Collaboration + Team Building

Management + Business Acumen

- Project Management

- Vision + Strategic Planning

https://www.aallnet.org/education-training/bok/

Pathway to people management
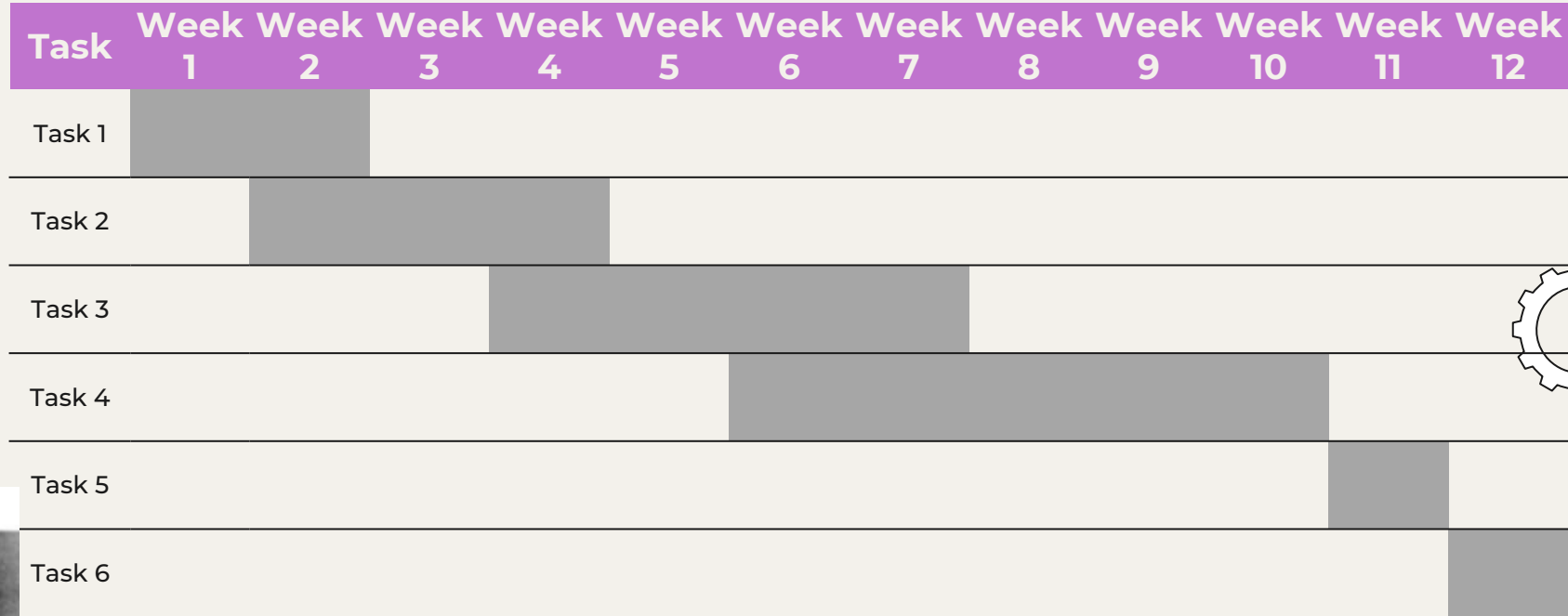
Defining

Project Management

Project management is the process of leading a team to achieve the project goals within the given constraints

Project Management History

Modern Project Management

Task	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12
Task 1	■	■										
Task 2		■	■	■								
Task 3				■	■	■	■					
Task 4						■	■	■	■	■		
Task 5											■	
Task 6												■

Project Management Fundamentals

Inititiating

Planning

Executing
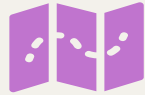
Monitoring and Controlling

Closing

Project Constraints

Scope

Risk

Resources

Budget

Schedule
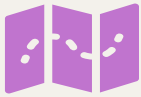
Quality
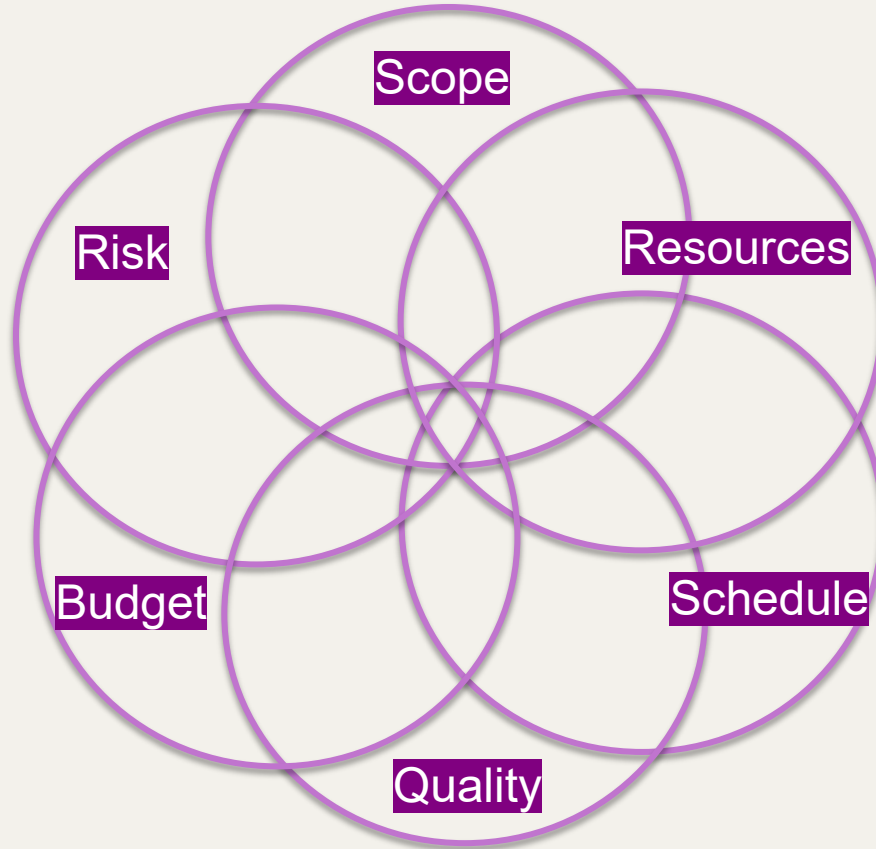
Stage 1: Initiation 💡

Stage 2: Planning

Creating a Project Management Plan
requires determining the requirements for each component

Scope Management	Work Breakdown Structure
Time Management	Order, Dependencies, Estimates, Schedule
Cost Management	Estimate costs, Determine budget
Communications Management	Identify stakeholders, Determine plan for each group
Human Resources Management	Average time for each team member
Change Management	Plan for change
Quality Management	Set expectations
Risk Management	Identify risks, Perform risk analysis, Plan risk responses
Resources/Procurement Management	Identify timelines and procedures for procurement

Stage 3: Execution

- Follow the plan
- Direct and manage people and resources

Stage 4: Monitoring and Controlling

- Change requests
- Manage stakeholder expectations

Stage 5: Closing

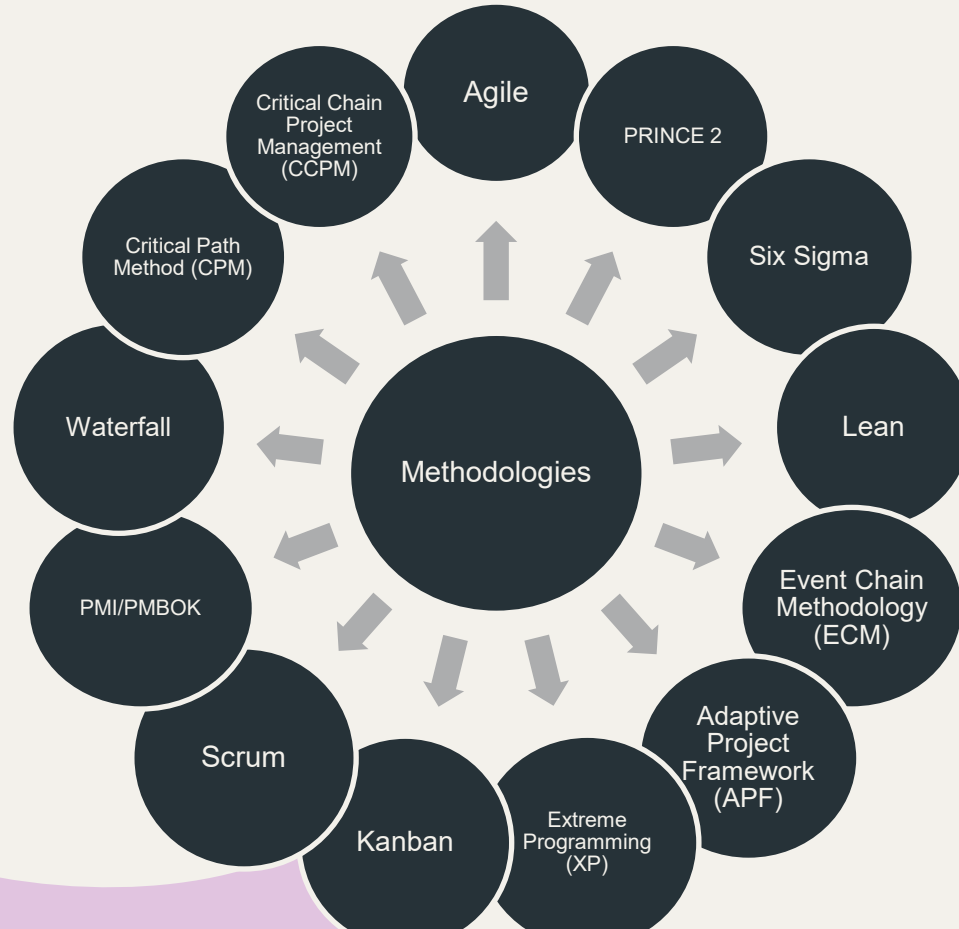**Celebrate!**

Traditional Project Management Evaluation

Advantages

➤ Many types and sizes of projects

➤ Adaptable for workers

➤ Cost-effective and efficient

Disadvantages

➤ Slow to start and see results

➤ Heavy front end planning

➤ Does not handle new ideas or uncertainty well
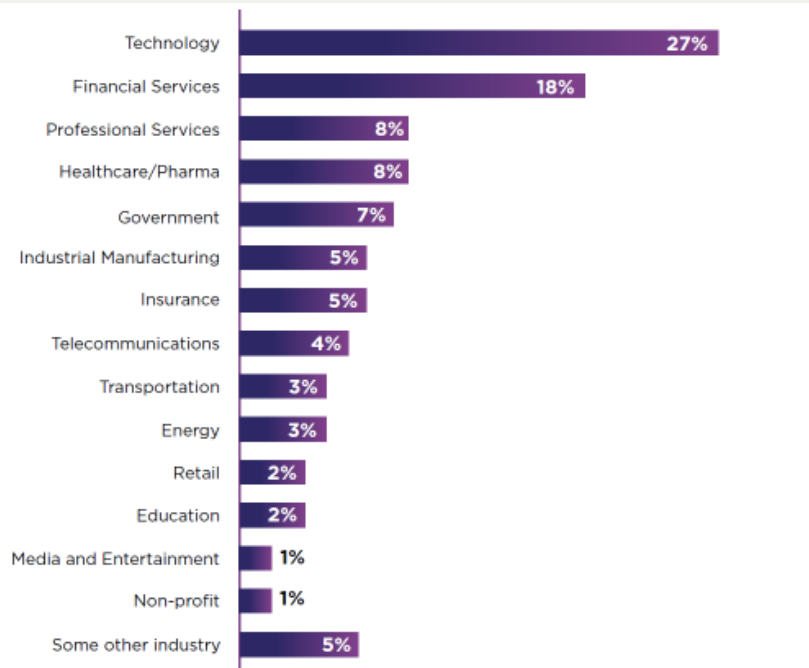
➤ Isolation of workers

Methodologies

03

Agile
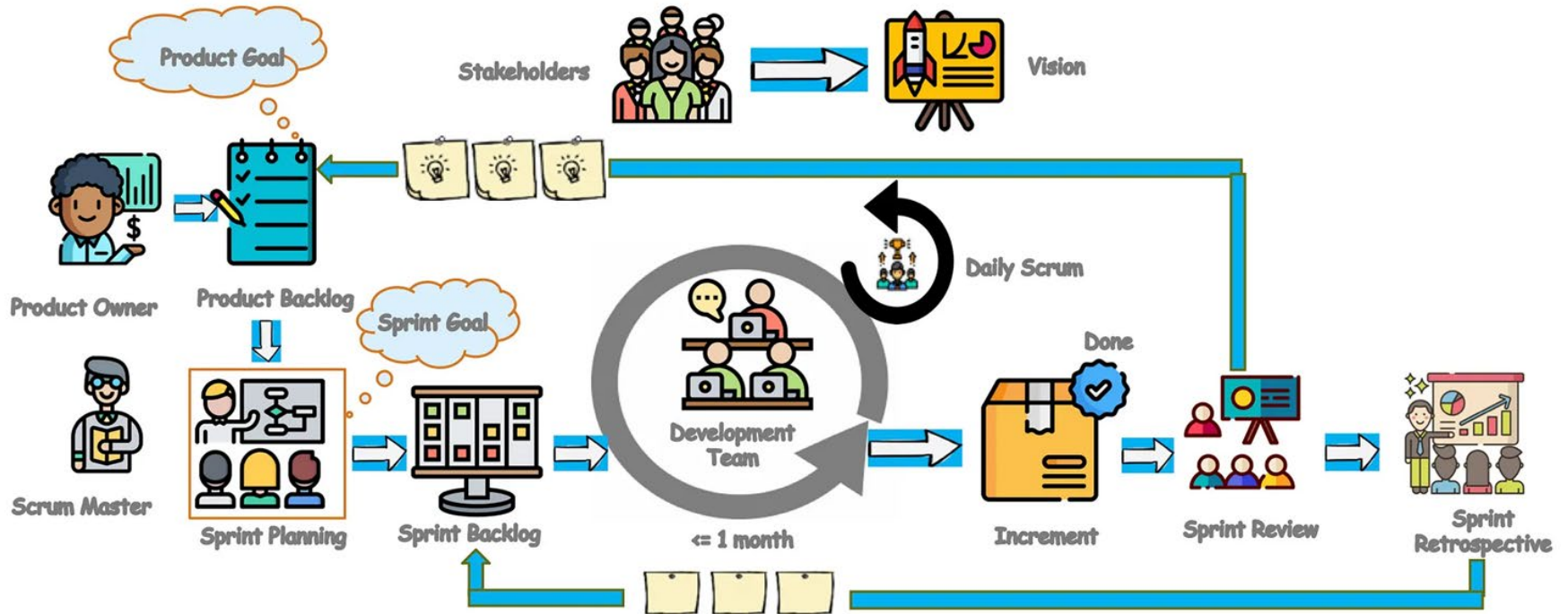# Methodology

Agile Project Management

Who Uses Agile?

Industry	Percentage
Technology	27%
Financial Services	18%
Professional Services	8%
Healthcare/Pharma	8%
Government	7%
Industrial Manufacturing	5%
Insurance	5%
Telecommunications	4%
Transportation	3%
Energy	3%
Retail	2%
Education	2%
Media and Entertainment	1%
Non-profit	1%
Some other industry	5%

Source: 16th Annual State of Agile Report (2022)

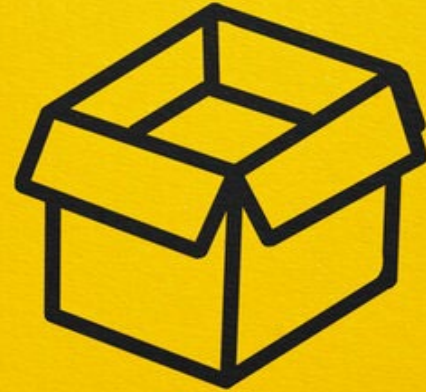Agile in Libraries

https://tinyurl.com/libraryagile

Scrum

A Few of My
Favorite Things

Agile

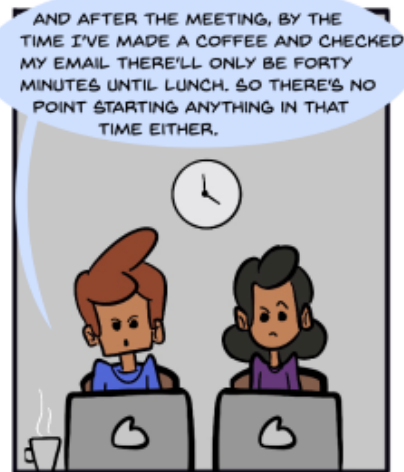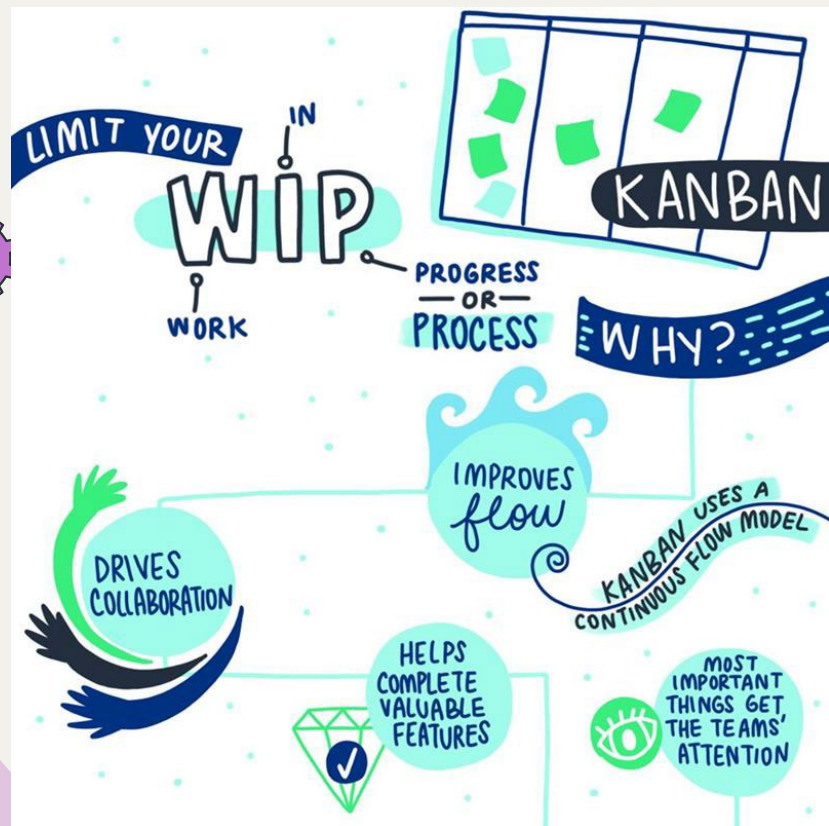MINIMUM VIABLE PRODUCT

Visible Work

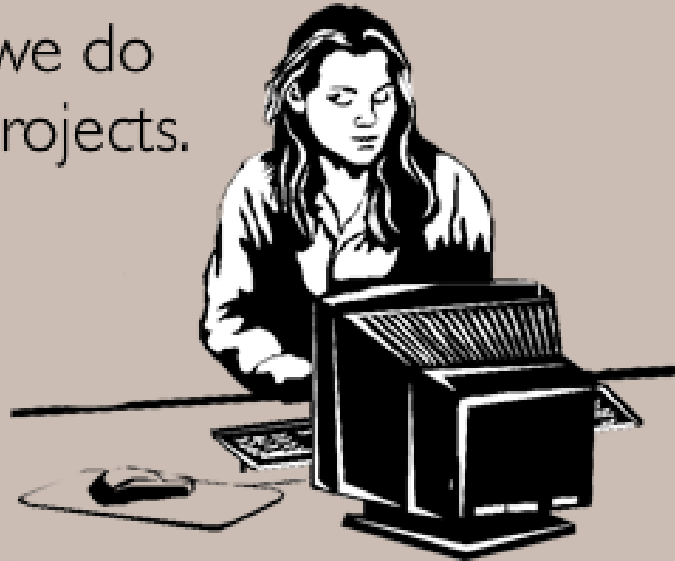# Definition of Done

Team Agreement

WIP – Work in Progress

04

Tools & Technology

We spend more time managing the project management software than we do managing the projects.

Assessing Project Management Applications

What do you need?

What are your use cases? Are there product requirements? What are your project and collaboration goals?

Current Availability

Does your institution already provide access to the application? What support is available, either from IT or a local community of users?

Difficulty

Does the application have a steeper learning curve? If so, what is the technical competence of relevant team members?

Cost

What is the cost? What is the licensing structure (e.g., seat based or institutional)? What are the pros/cons of the "free" plan?

Analytics

Is there a dashboard? What are the reporting functions? How can relevant information be exported?

Integrations & Compatability

Does it need to integrate with other systems (e.g., calendar)? Any considerations for Mac v. PC and web browser preference? What about mobile use?

Finding Project Management Applications

- The Digital Project Manager, https://thedigitalprojectmanager.com/
  - Internet searches – e.g., free Kanban tool, best Gantt chart maker, X software v. Y software
  - Watch out for company blogs – "10 Best Tools for XYZ" with company's product as #1

- Check the library literature to find case studies

- Consult law library listservs and discussion boards

- Reach out to other colleagues on campus (IT, business school, campus project managers)

- The elephant in every room – AI
  - ChatGPT Prompts: https://www.getrodeo.io/blog/chatgpt-prompts-for-project-management

05

Certifications & Resources

Learning Resources

- LinkedIn Learning
  - University, organization, or local public library
  - Variety of programs and videos

- Many books and guides
  - Check your library catalog
  - O'Reilly Learning Platform (Safari Books Online)

- Many free web resources – blogs, YouTube, podcasts

- Find or create a community of practice

- Classes and certifications

To certify or not to certify

- **Benefits**
  - Established educational program and requirements
  - Learn from experts
  - Access to resources
  - Credential

- **Challenges**
  - Time commitment
  - Cost
  - Continuing education

06

Preparing for Part II
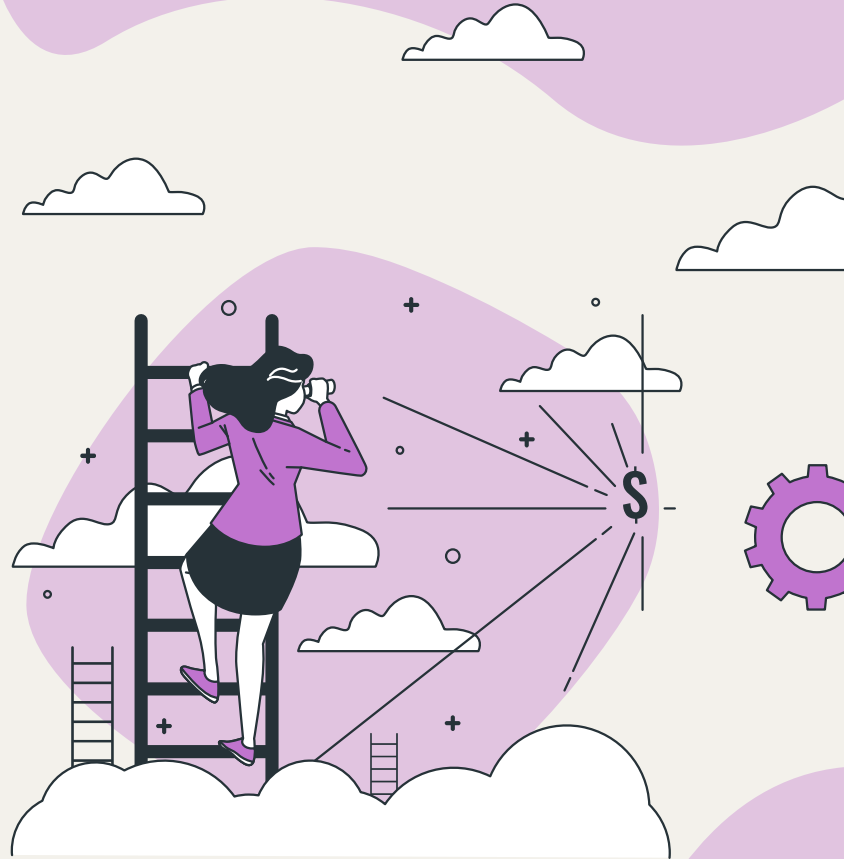
Thursday, December 7, 2:00pm (EST)

Preparing for Part II

- Spend some time thinking about a project you're working on or would like to start and/or a process you'd like to improve
    - We recommend coming up with a few ideas, if possible
    - Consider projects that are more discrete (we only have an hour)
    - Examples can be professional or personal
        - We use these strategies and techniques at home too!
        - Example: Planning a trip or move, managing household tasks and responsibilities
- During Part II, you'll apply what you learned today to your work and life
- Trello
    - Create a free Trello account, https://trello.com
    - Watch introductory video, https://www.youtube.com/watch?v=l3F3l3psqXY
    - Note: If you already use a similar tool, you can use that instead
- Come prepared to think, discuss, and reflect. See you soon!

Thank you!

Image Credits

- Rome Wasn't Built: https://medium.com/@vanessaparry1/building-5fd8c78ca6aa
- Jargon Free Zone: https://www.callfocus.ie/blog/post/7-reasons-to-forget-jargon-talk-the-customers-language
- AALL BOK: https://www.aallnet.org/education-training/bok/
- Project Management History
  - Great Wall of China: https://commons.wikimedia.org/wiki/File:Great_wall_of_china-mutianyu_4.JPG
  - Sphinx: By Ricardo Liberato - All Gizah Pyramids, CC BY-SA 2.0, https://commons.wikimedia.org/w/index.php?curid=2258048
  - St. Paul's Cathedral: © Sampson Lloyd https://www.purcelluk.com/projects/st-pauls-cathedral/
  - Transcontinental Railway: map of the Union Pacific Railway, the short, quick and safe line to all points west. [Chicago, 1883] Library of Congress Geography and Map Division Washington, D.C. https://lccn.loc.gov/98688838
  - Hoover Dam: https://www.nps.gov/lake/learn/historyculture/hoover-and-davis-dams.htm
- Modern Project Management, Henry Gantt: http://wiki.doing-projects.org/index.php/Figure_3
- Stage 1, Initiation: https://blog.proofhub.com/what-does-the-daily-routine-of-a-successful-project-manager-look-like-6fbd87bcae13
- Stage 3:Photo by Pawel Czerwinski on Unsplash
- Stage 5: Photo Jason Dent on Unsplash
- Agile Project Management: https://www.lynnecazaly.com.au/the-visual-agile-manifesto/
- Scrum: https://medium.com/agilemania/essential-elements-of-agile-scrum-d5d5d8cafe8d
- Favorite Agile Things: Sound of Music/Unknown – Modified by Morgan Stoddard
- Leadership Chalkboard, Fail Fast, Minimum Viable Product, Visible Work, Definition of Done, Timebox, Team Agreement, Retrospectives: Adobe Express
- Work in Progress: https://community.aws/posts/wip-limits-help-you-get-more-stuff-done
- Why Aren't You Coding: https://whyarentyoucoding.com/meeting
- We Spend More Time: https://www.someecards.com/usercards/viewcard/MjAxMS04YWY1MmMyMzIyZTgyNDk2/