Library Project Management—What It Is & Why It Matters

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Welcome!

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Overview

01 Why project management matters
02 Project management fundamentals
03 Agile methodology
04 Tools & Technology
05 Certifications & Resources
06 Preparing for Part II
Main Objectives

- 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

*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
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.

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
Project Management Fundamentals
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

<table>
<thead>
<tr>
<th>Task</th>
<th>Week 1</th>
<th>Week 2</th>
<th>Week 3</th>
<th>Week 4</th>
<th>Week 5</th>
<th>Week 6</th>
<th>Week 7</th>
<th>Week 8</th>
<th>Week 9</th>
<th>Week 10</th>
<th>Week 11</th>
<th>Week 12</th>
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Project Management Fundamentals

- Initiating
  - Planning
- Executing
  - Monitoring and Controlling
- Closing
Project Constraints

- Scope
- Risk
- Budget
- Quality
- Resources
- Schedule
Stage 1: Initiation
### Stage 2: Planning

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

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

“A goal without a plan is just a wish.”

- Antoine de Saint-Exupéry
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

- Agile
- PRINCE 2
- Six Sigma
- Lean
- Event Chain Methodology (ECM)
- Adaptive Project Framework (APF)
- Extreme Programming (XP)
- Kanban
- Scrum
- Critical Path Method (CPM)
- Critical Chain Project Management (CCPM)
- Waterfall
- PMI/PMBOK
- Critical Chain Project Management (CCPM)
Agile Project Management
## Who Uses Agile?

### Agile in Libraries

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

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

[https://tinyurl.com/libraryagile](https://tinyurl.com/libraryagile)
Scrum
A Few of My Favorite Things

^Agile
MINIMUM VIABLE PRODUCT
Visible Work
Definition of Done

done form of do

donkey /ˈdɑŋki/ n
an animal like a small horse

don't /dənt/ v

Team Agreement
WIP – Work in Progress

Why aren’t you coding?

No point, I’ve got a meeting in half an hour.

Well, I can’t finish this ticket in that time, and by the time I get back from the meeting I’ll have forgotten what I was working on and I’ll basically have to start again. So anything I do now is going to be wasted.

And after the meeting, by the time I’ve made a coffee and checked my email there’ll only be forty minutes until lunch, so there’s no point starting anything in that time either.

Basically thanks to one badly-timed meeting the whole morning is a write-off.

What’s this meeting about, anyway?

Increasing my productivity.
We spend more time managing the project management software than we do managing the projects.
# Assessing Project Management Applications

## What do you need?

<table>
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<tr>
<th>What are your use cases? Are there product requirements? What are your project and collaboration goals?</th>
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## Current Availability

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

## Difficulty

<table>
<thead>
<tr>
<th>Does the application have a steeper learning curve? If so, what is the technical competence of relevant team members?</th>
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</table>

## Cost

<table>
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<tr>
<th>What is the cost? What is the licensing structure (e.g., seat based or institutional)? What are the pros/cons of the “free” plan?</th>
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## Analytics

<table>
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<tr>
<th>Is there a dashboard? What are the reporting functions? How can relevant information be exported?</th>
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## Integrations & Compatibility

<table>
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<tr>
<th>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?</th>
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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
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
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!

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