Getting your campers to sing-along in key:

Project management in your library

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Empowering a team
Leadership Opportunities

- builds relationships between staff across departments
- develops useful skills in organization, communication and time management
Background
Portfolio Programs

• Renewed Facilities
• Infrastructure
• Services
• Content
• Technology
• Communication
• Online Presence
  • Digital Archives
  • SMARTech (Institutional Repository)
  • Virtual Browsing
  • Web Page Redesign
Strategic Goals

• Outstanding Services
• Information Expertise
• Curated Scholarly Content
• Innovative Digital & Physical Environments
• Investment in our People
Idea

Project initiation
Use Case

As a (type of user), I want to (perform a task), so that I can (achieve a goal).
Business Case

A business case is a pitch to leadership for your project. It includes what you want to accomplish as well as:

• Impacts if completed
• Viable alternatives
• Risks if attempted
• Risks if not attempted
• Facilitators of success
• Barriers to success
Facilitators of success

Facilitators of success are things outside of your or your immediate organization's control that may benefit your project. Common facilitators are:

• Client interest in outcome
• Outcome tied to mission or vision of parent organization
• Zeitgeist for project types
  • Grant funding
  • Technology review
  • Leadership changes
Barriers to success

Barriers to success are things outside of your or your immediate organization's control that will impede your progress. Common barriers are:

• Disinterest of clients/users in outcomes
• Culture of municipality or organization is contrary to your goal
• COVID-19 issues
  • Burnout
  • Understaffing
  • Budget cuts
Additional documentation

Have additional information supporting your ideas in an appendix at the end of your business case.

- Scholarly literature
- Preliminary data
- Examples of successful pilots or iterations
- Informal examples
Communication

This is leadership's opportunity to make an informed yes or no decision.

• In-person or virtual meeting with library leadership
• Match communication to preferred style of organization
  • Slide deck
  • Policy paper
  • Spreadsheet
Charter = Contract
Project charter

- Business case
- Deliverables
- Team members (Core and SME)
- Timeline
- Assumptions
- In-scope, out-of-scope
- Budget
This purpose of this project is to evaluate the current LibGuides usage and metrics, clean up outdated and archived guides, craft a plan for the future of LibGuides, and develop a style guide and toolkit in support of best practices for guide creation and maintenance.

<table>
<thead>
<tr>
<th>Planned start date</th>
<th>01/04/2021</th>
<th>Planned end date</th>
<th>06/15/2021</th>
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</thead>
<tbody>
<tr>
<td><strong>Project team: Core</strong></td>
<td>Givens, Holdsworth, Jeffcoat</td>
<td><strong>Project team: SME</strong></td>
<td>Doshi, Griffiths, Linoski, Wright</td>
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<td><strong>Planned capital</strong></td>
<td>$0</td>
<td><strong>Planned operating</strong></td>
<td>$0</td>
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<tr>
<td><strong>In scope</strong></td>
<td>LibGuides application LibGuides integrations</td>
<td>Content publishing workflow Facilitating discussion of content reviews</td>
<td>Out of date, broken, inaccurate content</td>
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<tr>
<td><strong>Out of scope</strong></td>
<td>Database A-Z list Database management</td>
<td>Topics for LibGuides</td>
<td>Authorship of LibGuides</td>
</tr>
<tr>
<td><strong>Risk of not performing</strong></td>
<td>Misuse of resources Poor quality user experience Distributing outdated content</td>
<td><strong>Risk of performing</strong></td>
<td>Reevaluation of Database A-Z software Discover new tool for employee authorship Shift of effort distribution if LibGuides under-utilized</td>
</tr>
</tbody>
</table>
Project process in order

Kickoff → Planning → Phase Review → Execution → Closure
What are project management tools?

A specific, tangible item such as a template or software program used in performing an activity to produce a product or result.
Tools

- Documentation
- Scheduling
- Tracking tasks & milestones
- Communicating the progress of your project
Wrap-up

Documentation makes decision-making and planning easier for library leadership.

• Clarifies expenses and budget
• Prevents project pileup
• Balances workloads
• Transparency for the organization
The future!

Project management for all. In academic libraries the size of GT, library staff can be excluded from developing leadership skills.

• Develop leaders
• Tap into deep well of creativity and talent
• Unite the organization
• Experience toward making next career step
Thank you!

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