Managing Your Projects with Project Management

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What is Project Management?
Project management, then, is the application of knowledge, skills, tools, and techniques to project activities to meet the project requirements.
What’s a project?

- Temporary
- Unique, not routine
- May involve people who don’t usually work together
Benefits of using Project Management in the library
Benefits of Project Management

- Organize complex projects, stay on schedule
- Improve efficiency of resources: human, technical, and financial
- Clearly define responsibilities and roles
- Empower team members to make decisions
- Better communication
- Transparency
Project Management Tools
Useful Project Management Tools

- Project charter
- RACI matrix
- Work Breakdown Structure (WBS)
- Trello
- Basecamp
- Gantt charts
- Daily scrum meetings
Project Management Documents

Charter
Identifies the objectives, stakeholders, milestones, and budget.

RACI Matrix
- Responsible
- Accountable
- Consulted
- Informed

WBS
The Work Breakdown Structure is an outline of the project’s deliverables.
### FTC Library Plan

#### To Do
- Confirmed that FTC Strategic Plan is still in development.
- Review statistics for relevant input
- Feedback from stakeholders
- Specialized program accreditation requirements
- Collection assessment
- Identify uses for library and space and create collection layout and seating/room use layout based on priority uses.
- Library Space

#### In process
- Review current strategic plan
- Tie in goals and objectives with assessment feedback

#### Completed
- Survey students and faculty
- Add a card...

#### On Hold
- Add a card...
Gantt Charts

Daily Scrum Meetings
Project Examples

- Addressing a cataloging backlog
- Relocating a collection
- Merging departments
- Inventory assessment
- Planning an event
- LSP change

Project Planning Quality Management Development Analysis Controlling Plan System Resources Team Budget
Thanks!

Any questions?
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Credits

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References


Project Management Institute
Project Management Skills