PROJECT MANAGEMENT: Making it Work for Libraries

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Rusty Van Girls Secret Fort

Supplies:
1. Wood, railroad ties, plywood, two by fours
2. Nails, long and short
3. Hammer
4. Shovels
5. Rubber mats
6. Curtains or sheets

“Rusty Van Girls Secret Fort,” photo by Corie Dugas, from the archives of Lindsay Leigh.
1. Beginning & end
2. Temporary
3. Unique
4. Dedicated resources
5. Completable
CONCEPT

“Just another lightbulb,” Alca Impenne. Available from Creative Commons.
PROJECT REQUEST FORM

1. Description
2. Explanation
IF THERE WAS A PROBLEM
YO I'LL SOLVE IT
PROJECT REQUEST FORM

1. Description
2. Explanation
3. Project costs
4. Time frame
5. Team members
REQUEST
FORM
TIME!
1. Digitizing materials
2. Purchasing eReaders
3. Starting an online book club
4. Website redesign
I heard you hate meetings

So I scheduled 3 extra meetings to make us more productive
PROJECT AGREEMENT FORM

1. Description
2. Goals
3. Priorities
4. Costs
5. Team
AGGREEMENT
FORM
TIME!
EXECUTE
PROJECT BREAKDOWN FORM

1. Description
2. Goals
3. Costs
4. Timeframe
5. Team
MOTIVATED?

NO.
BREAKDOWN FORM TIME!
CONCLUDE
PROJECT EVALUATION FORM

1. Description
2. Goals
3. Costs
4. Satisfaction
EVALUATION FORM TIME!