Project Management for the Uninitiated, or Why It’s Never Okay to Call Your Coworkers ‘Monkeys’

Project: a set of activities that have a beginning and an end
Project Management: the art/science of managing people, money, and time to complete a project; common sense best practices

Initiation: planning to plan [who, what, where, when, why?]
Planning & Design: documenting the plan [how?]
Executing: do the work you planned [divvy up the tasks to team members]
Monitoring & Controlling: look at the project as a whole; are you on track?
Closing: finalize documentation for future projects [have a party to celebrate!]

Key terms and tips:
- **Scope** – what is being done & what is NOT being done. Manage expectations and prepare to say ‘no.’
- **Project Charter** – Spells everything out including the scope, risks, assumptions, constraints in time/money/people, etc.... Include all information that will help the project be successful.
- Work Breakdown Structure (WBS) – estimate time, money, and people needed. Whatever you think you need, double it!
- Different kinds of project planning (waterfall, agile, rolling wave). Choose the one that makes sense.
- Don’t assume anything – over communicating is better than under communicating

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Learn More about Project Management on Your Own

Books and Articles:

*Harvard Business Review Guide to Project Management*

*Project Management for the Unofficial Project Manager* by Kogon, Blakemore and Wood


Webinars and Tutorials:

Improve Your Library: Using the 5 Phases of Project Management – ALA Webinar

Slides are available online https://www.slideshare.net/ALATechSource/improve-your-library-using-the-5-phases-of-project-management-72477101

University of Minnesota – free professional development webinars from their department of Continuing Education

https://cce.umn.edu/professional-development-short-courses/professional-development-webinars

Lynda.com offers a variety of online courses on project management

Professional Organization and Certification:

Project Management Institute (PMI): www.pmi.org