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# How to Think Like a Library Project Manager to Execute Your Ideas

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# Run of Show

- Welcome
- Definitions
- Working with Ideas
- Converting an Idea into a Project
- Q&A

# Learning Objectives

- Test and workshop ideas using project management principles and best practices.
- Build a basic action plan with the steps required to advance an idea to the next stage of development.
- Advocate for changes in their organization that are within their sphere of influence and share ownership of the implementation process.
- Discuss why projects they would like to see their organization take on might or might not be happening, with greater empathy for a myriad of stakeholders.
- Appreciate the nuance and complexity of major organizational initiatives as they unfold.

# Keep it Simple



Bells go off when you are around projects. You are oriented in the project lifecycle. You take wise next steps.

# Definitions

Definitions are based on A Guide to the Project Management Body of Knowledge (PMBOK) Guide – Seventh Edition and the Standard for Project Management

# Projects and Programs

- *Project:*  
A temporary endeavor undertaken to create a unique, product, service, or result.
- *Program:*  
Related projects, subsidiary programs, and activities that are managed in a coordinated manner.

# Projects and Programs

- *Project:*



- *Program:*



# Project or Not-a-Project

- Melinda's library received a small grant to buy equipment for a makerspace. They would like everything to be ready for the start of Summer Reading and open it for the public then.



# Project or Not-a-Project

- At the start of Covid, the Library Director tasked the IT Department with getting every staff PC enabled for video conferencing.

# Project or Not-a-Project

- Raymond has to complete annual performance evaluations for his team by Thanksgiving. He sets himself a deadline of November 15<sup>th</sup> to complete the work ahead of schedule.

# Project or Not-a-Project

- The campus library offers a number of supports for new students: research workshops, book-a-librarian, a swag bag with information and promotions, and special drop-in hours.

# Project or Not-a-Project

- ...The dean asks the library faculty to evaluate how successful they are at supporting new students and recommend improvements. He wants to pilot new techniques for the summer session and go campus-wide in Fall.

# Project Management/Manager

- *Project Management:*



The application of knowledge, skills, tools, and techniques to project activities to meet requirements.

- *Project Manager:*

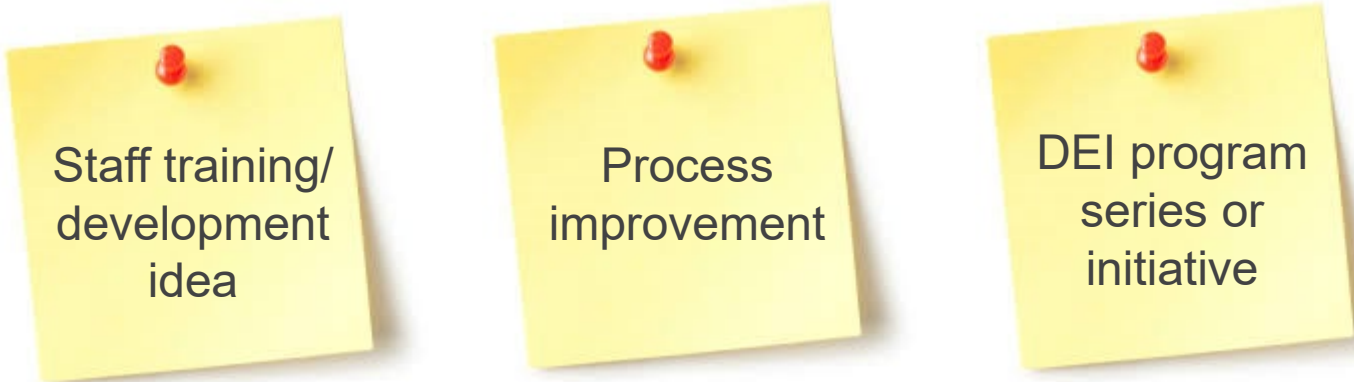


The person assigned to lead the project team that is responsible for achieving the project objective.

# Working with Ideas

# Quick Brainstorm

- Write down at least two ideas for projects at your library or place of work.



Staff training/  
development  
idea

Process  
improvement

DEI program  
series or  
initiative

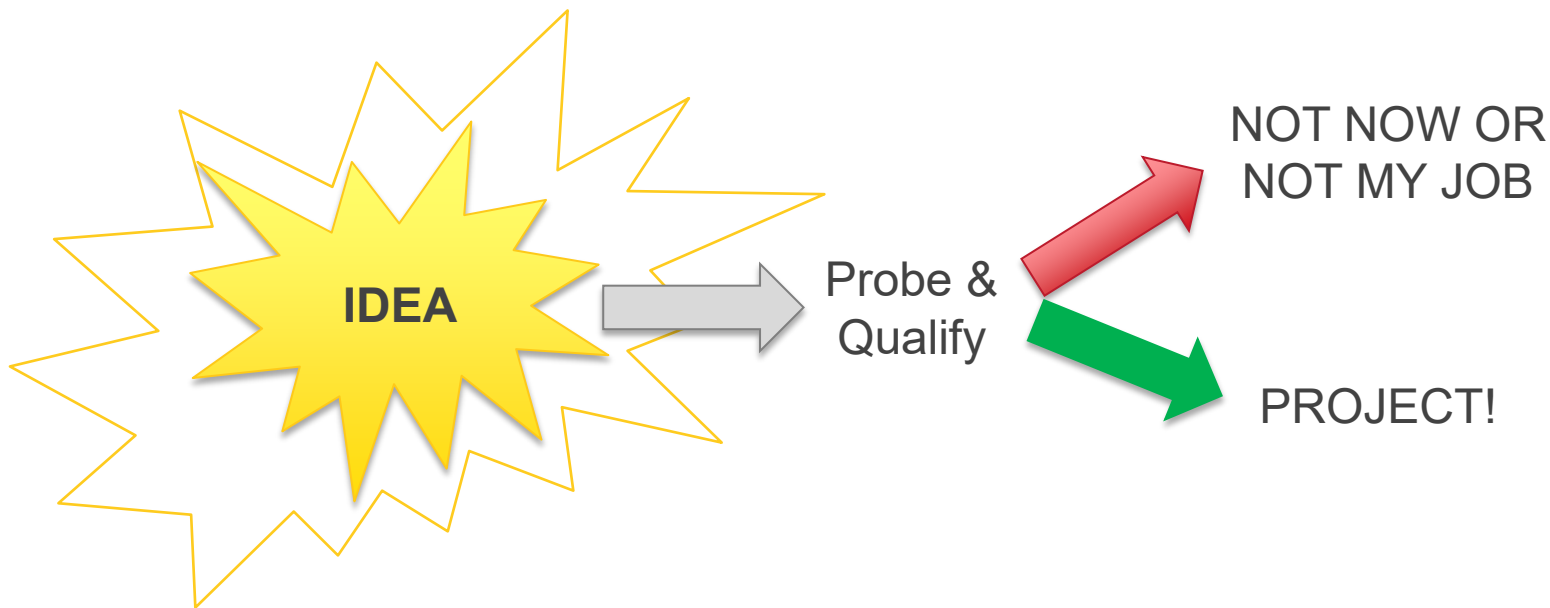
# We LOVE Ideas





# And...

An idea without a plan for execution is just making trouble for somebody else



# Idea

- “As soon as we safely can, we should have a staff holiday party or fun event; maybe it’s an outdoor picnic in the Spring.”

# Staff Party

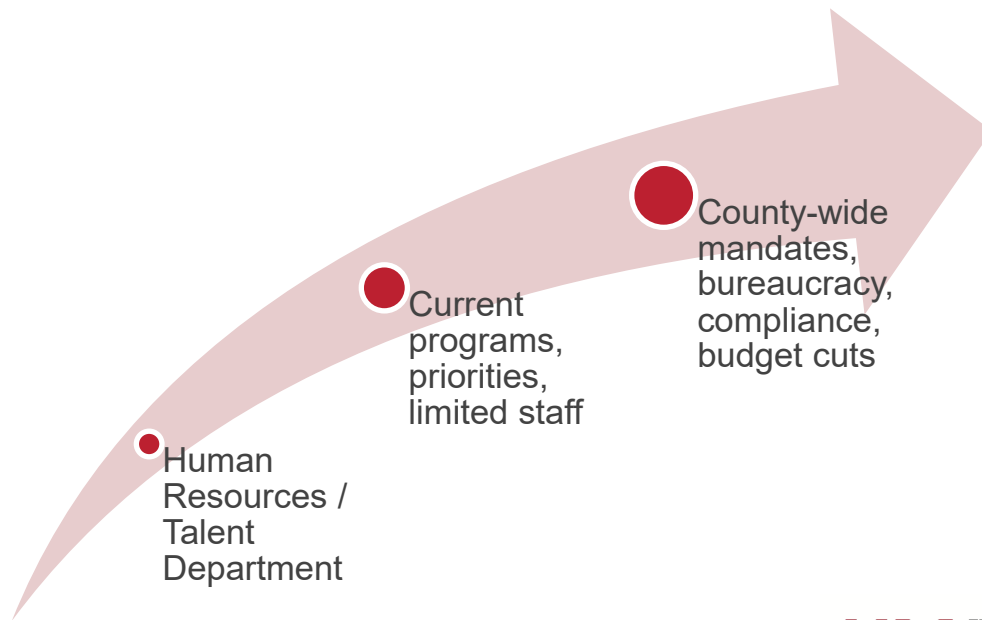
- Who will do the work?
- What will it entail?
- Why do we need this event?
- Small planning committee
- Potluck, \$ (small), close 1 hour early
- Be together after two difficult years

# Idea

- “We need development opportunities for staff who don’t have an MLIS. Library administration should do more to make that happen.”

# Woah!

The recipient can't absorb this statement into their workload



# Make a Problem Question

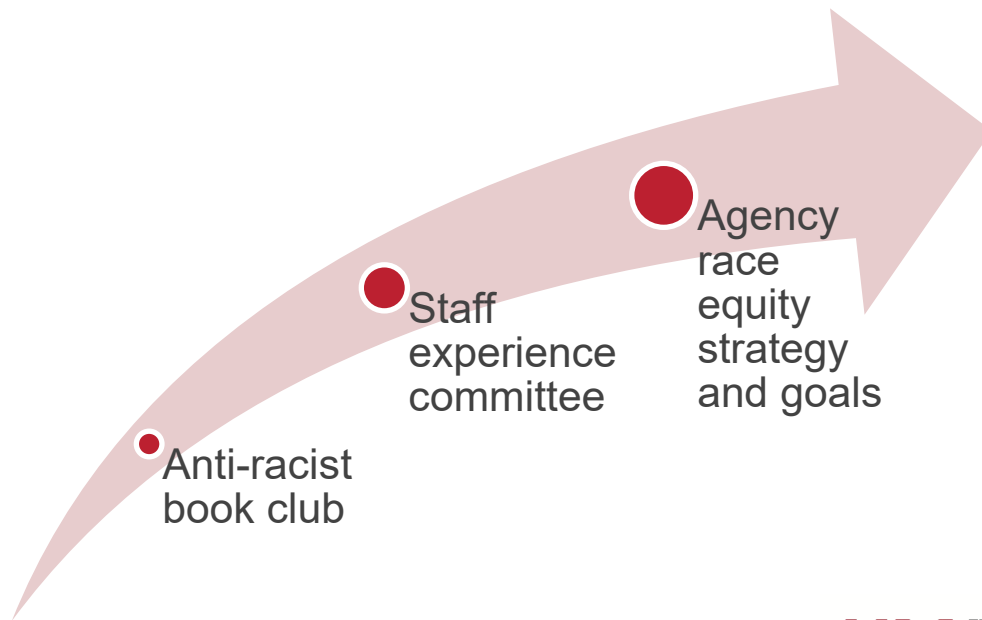
- “How might we support staff without an MLIS with opportunities for professional development and career advancement?”

# Ideas

- “We would like to start a book club for staff focused on anti-racism and racial equity.

# Nice!

This idea is the right size and aligns to agency goals





# Staff Anti-Racist Book Club

- Who will do the work?
- What will it entail?
- Why do we need this event?
- Diverse staff from multiple units
- In-house book set, quarterly club
- Staff need space to engage

# Workshop Your Idea in Pairs

- 6 minutes. Take turns.
- Pick an idea you wrote down earlier.
- Quickly describe your idea.
  - How big is it?
  - What piece could you work on?
  - Who else should you talk to?

# Probe Your Ideas

- How big is this idea? Where does it fit?
- How does the idea further the agency's goals? What problem does it help solve?
- Is this an idea I could work on? What piece could be appropriate for me to own?
- Who else should I talk to?

# Keep it Simple



Do your  
homework first.  
Help people say  
yes to your ideas.

# Converting an Idea into a Project

# Project Lifecycle

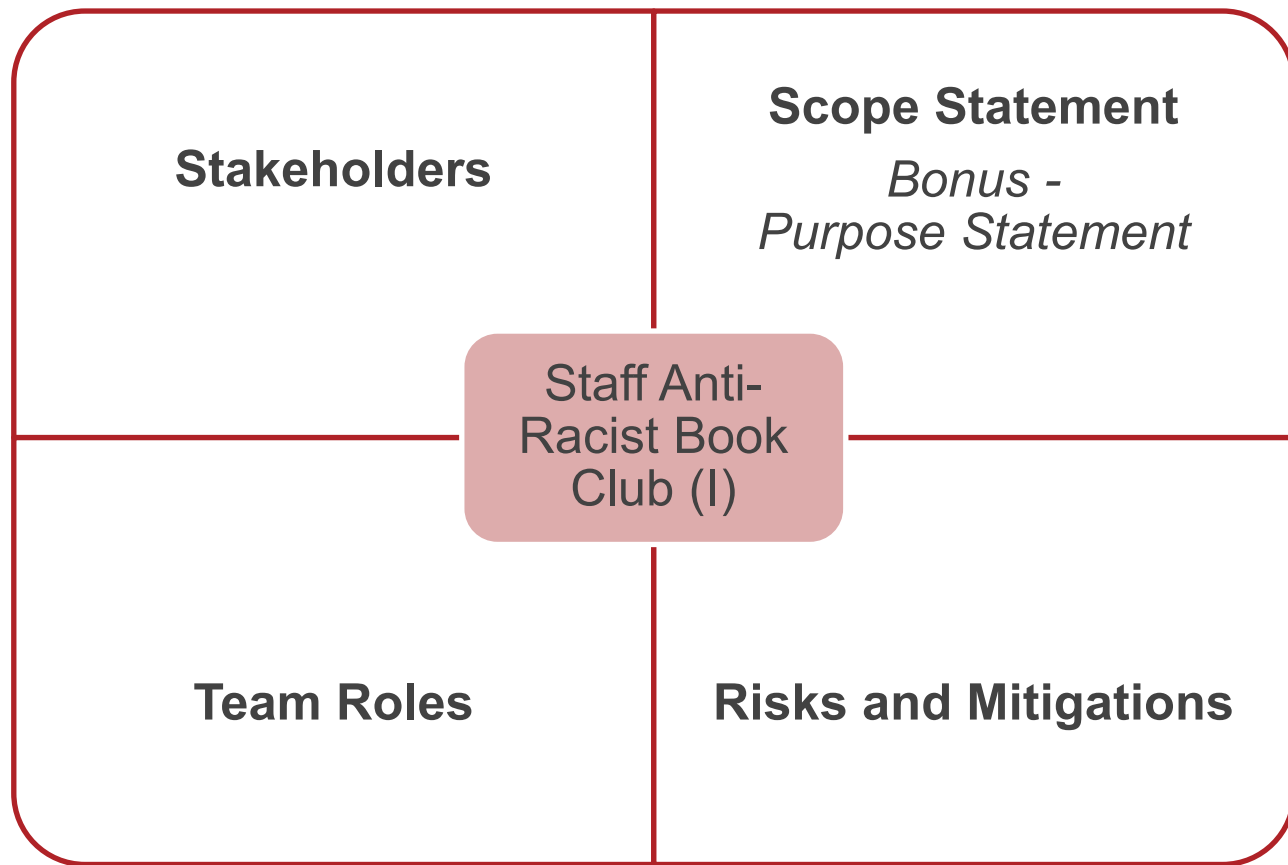


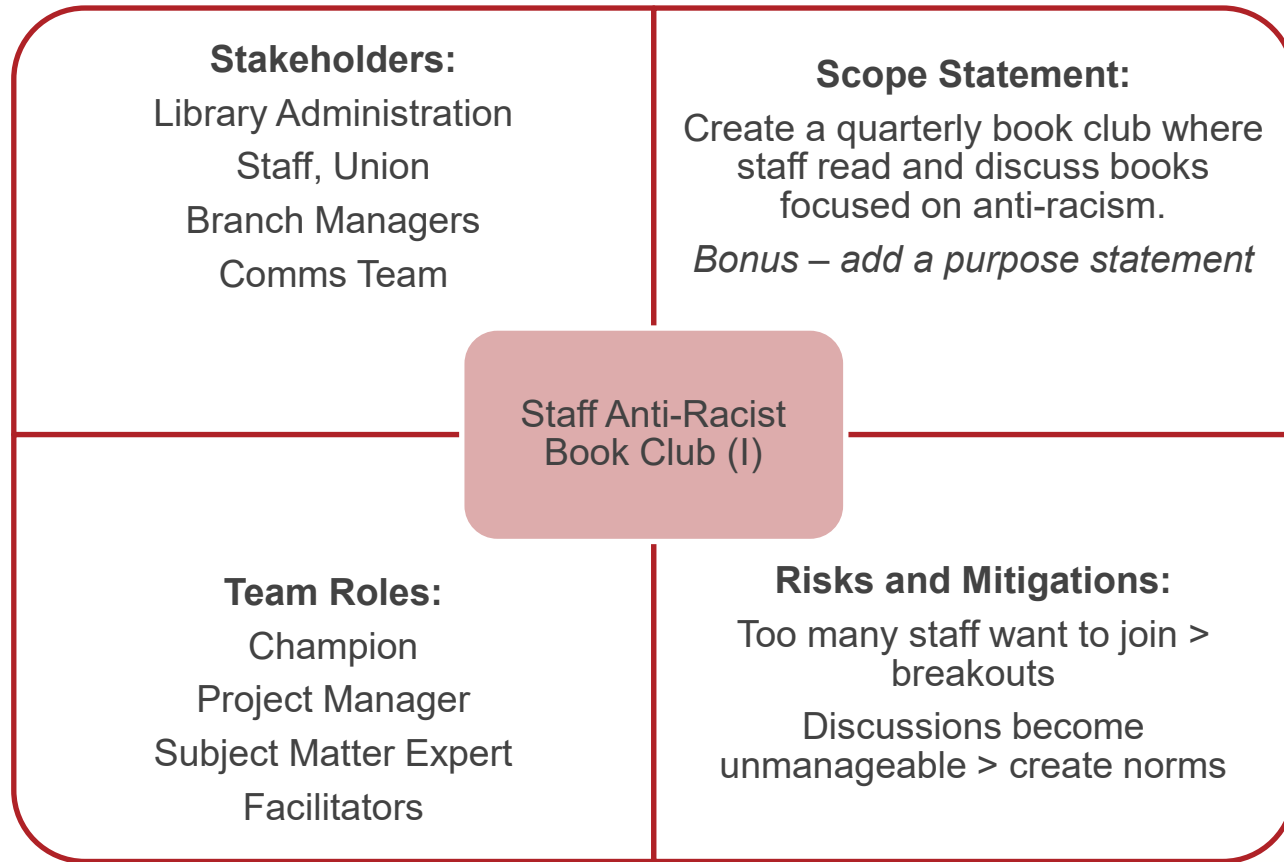
# The Kick-Off Meeting

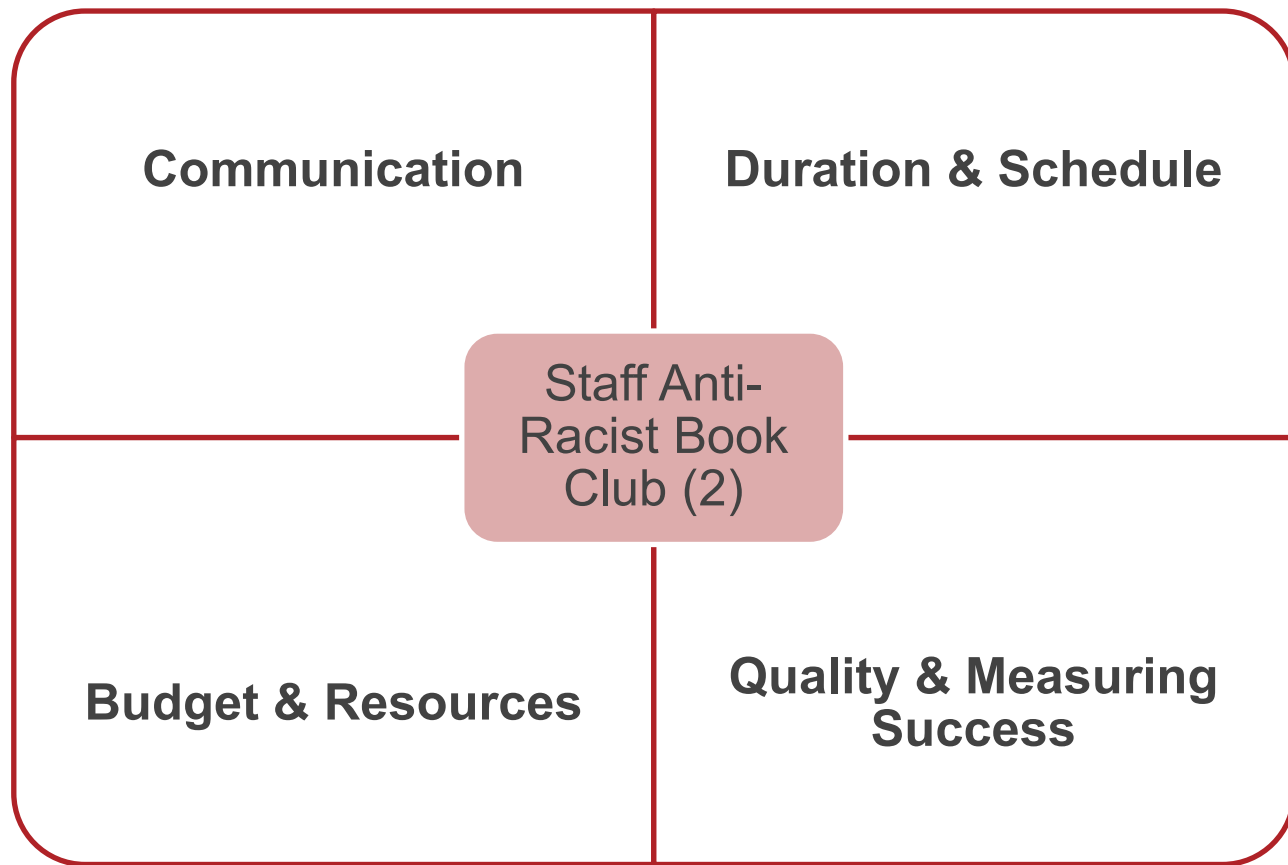
- This meeting sets the tone for the project.
- The project manager runs the meeting.
- Up-front planning in eight key areas is required.

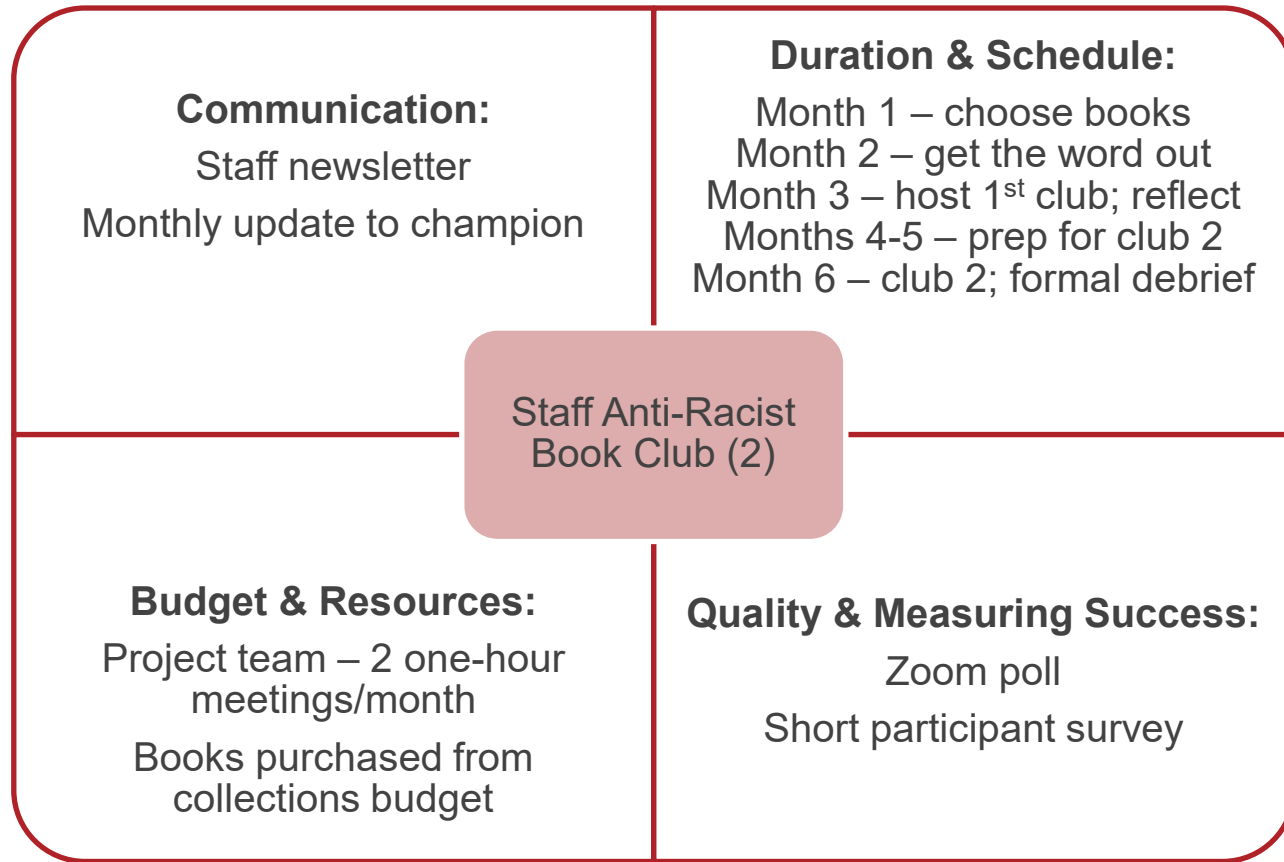
|                            |  |
|----------------------------|--|
| <b>Stakeholders</b>        | Who has a vested interest in this project?                             |
| <b>Scope &amp; Purpose</b> | What's in and what's out? Why do we need this?                         |
| <b>Team Roles</b>          | What blend of people and skills is required?                           |
| <b>Risks</b>               | What could trip us up?   |
| <b>Quality</b>             | What are desired outcomes? How will we measure success?                |
| <b>Communication</b>       | How will we communicate to our audiences? What's the cadence?          |
| <b>Budget</b>              | What are our resources? How will they be used?                         |
| <b>Schedule</b>            | When will we finish? Working backwards, how will we sequence the work? |











# Kick-Off Meeting Revisited

- Encourage questions.
- Be ready with questions you need answered.
- Send a written recap. Use headers and bullets.

## Sample Agenda (60 mins)

- Welcome and intros
- How we got here
- Project overview – cover each of the 8 areas
- Wrap-up and next steps

# Let's Practice

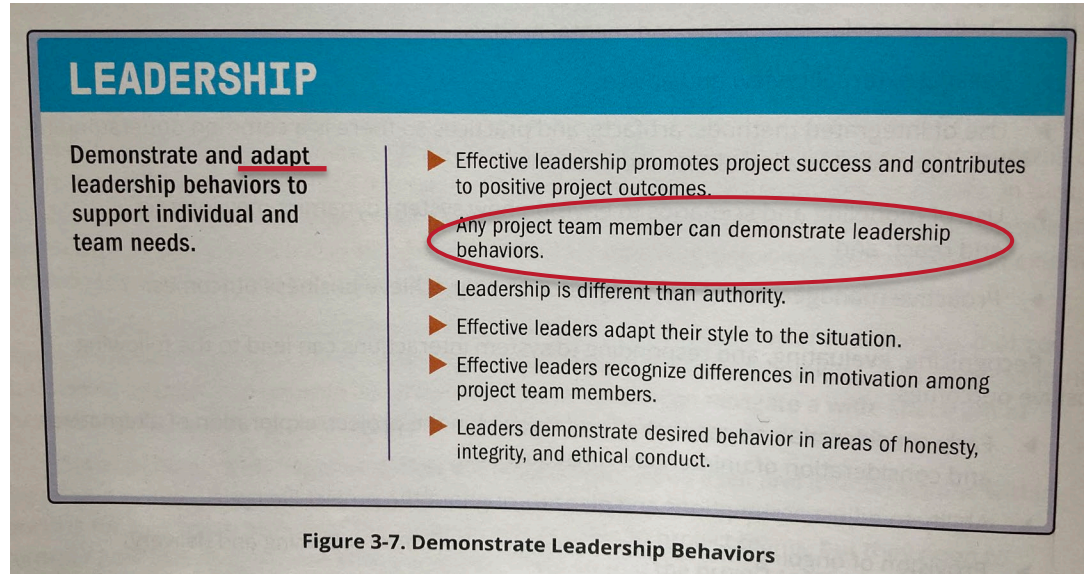
Return to your earlier idea.  
You have the green light to start  
the project.

In pairs or trios – 8 minutes:

- Who are your stakeholders?
- Who is on the project team?
- What risks can you identify?



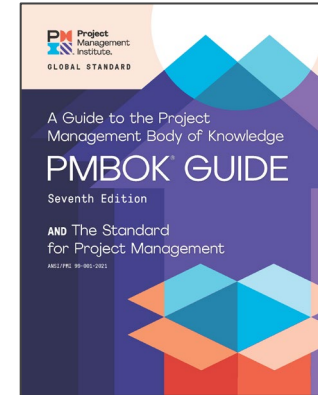
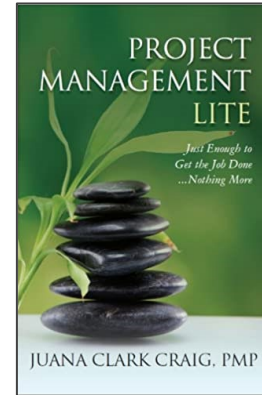
# Leadership & EQ



- Above: (PMBOK® Guide) 7<sup>th</sup> Edition
- Also check out Tres Roeder, A Sixth Sense for Project Management – book and [Ted Talk](#)

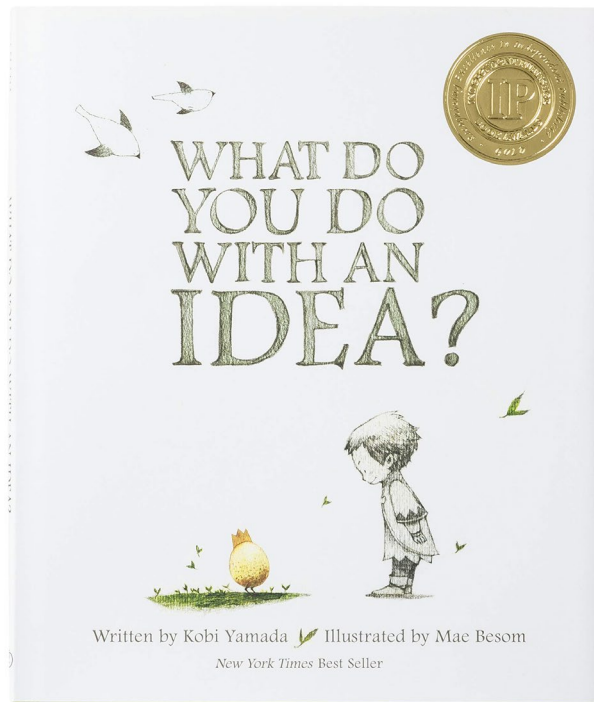
# Resources

- Project Management Institute website
- [40 TED Talks for Project Managers](#) – courtesy of Onlinepmcourses.com
- Linked in Learning
- *Project Management Lite: Just Enough to Get the Job Done... Nothing More* by Juanna Clark Craig





# In Conclusion



# Q&A + Stay in Touch!

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**ADVANCING**  
*with* **PURPOSE**

Plans for Mission-Driven Organizations

# About the Presenter



Kim Zablud is founder and a senior consultant at [Advancing with Purpose](#), a company focused on planning and project management for mission-driven organizations. Previously, Kim worked in leadership roles at the DC Public Library for 11 years. As Chief of Public Services, she oversaw 25 neighborhood libraries, 400 staff, and helped lead a \$210 million modernization project for the MLK Central Library in downtown DC.

At DCPL, Kim sponsored and led a host of projects that garnered local and national attention including the [Memory Lab Network](#) - a five-year federal grant to provide digital preservation training through libraries; [Dig DC](#) - the library's first digital local history repository with 5,000 items and counting; and the [DC Oral History Collaborative](#) - where the city documents stories and memories of community organizations and residents in their own words.

Kim is a member of the [Seeding Disruption](#) education leaders fellowship - which helps youth-facing professionals in DC solve problems with equity-driven design thinking - and is a certified Project Management Professional (PMP).