How Project Management Theory Improves Program and Event Planning in the Library

Science Literacy Week as a Case Study

Quincy Hiscott
SLW Event and Volunteer Coordinator, 2017
Masters of Library and Information Studies Student

international week
for a better world.

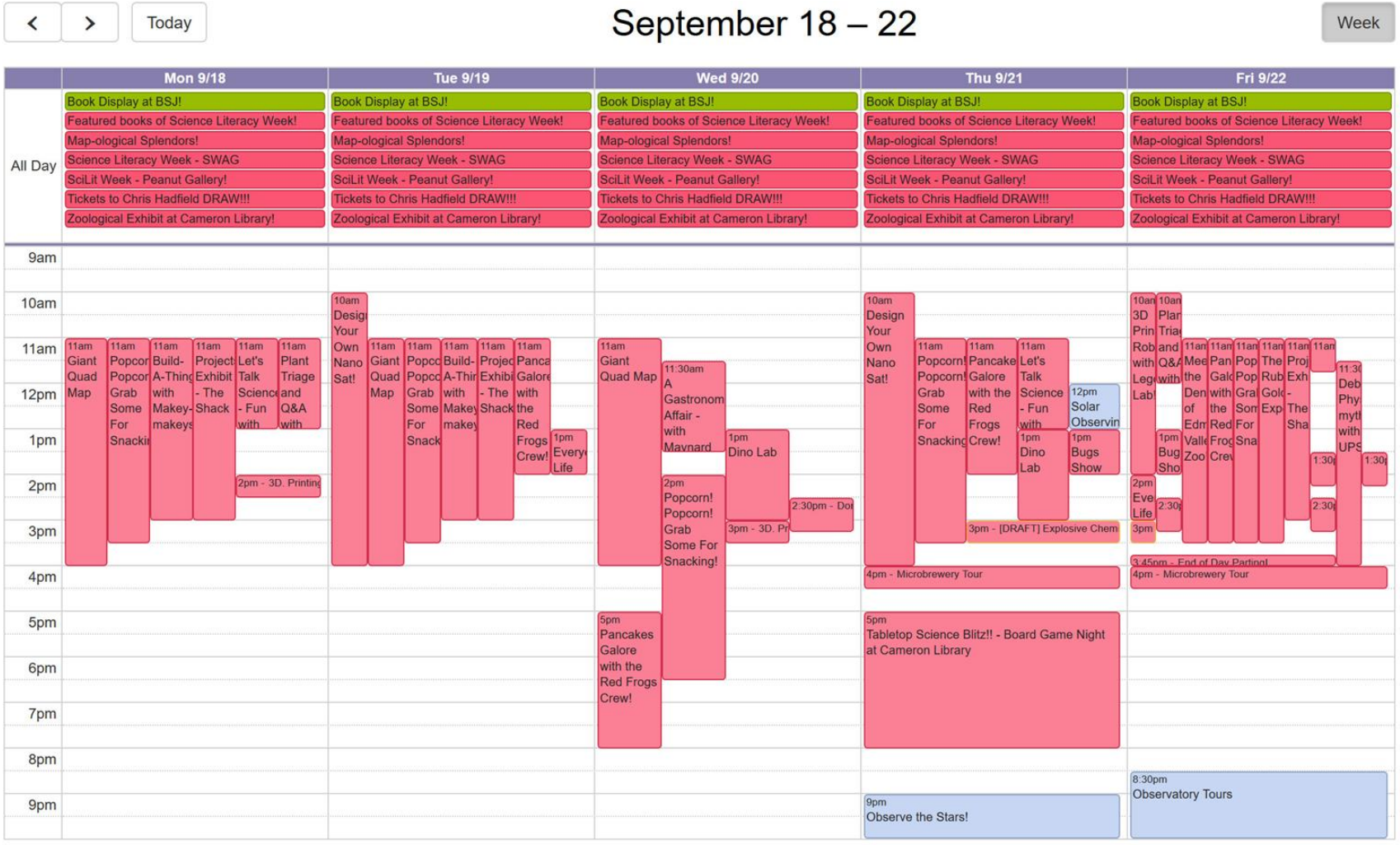
HUMAN LIBRARY

Open Education Week
2018
MARCH 5 - 9

SCIENCE LITERACY WEEK

fair dealing week

OPEN ACCESS


Today
September 18 – 22
Week
Mon 9/18
Tue 9/19
Wed 9/20
Thu 9/21
Fri 9/22
All Day
Book Display at BSJ!
Featured books of Science Literacy Week!
Map-ological Splendors!
Science Literacy Week - SWAG
SciLit Week - Peanut Gallery!
Tickets to Chris Hadfield DRAW!!!
Zoological Exhibit at Cameron Library!
9am
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9pm Observe the Stars!
10am 3D Printing Robots with Lego Lab
11am Meet the Dentist of Edmonton Valley Zoo
11am Pancakes Galore with the Red Frogs Crew
11am Pop Pop Grandsons For Snacking
11am The Rubber Goldberg Experiment
11am Project Exhibit - The Shack
11am
11:30 Debating Physics myths with UPS
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2pm Every Life
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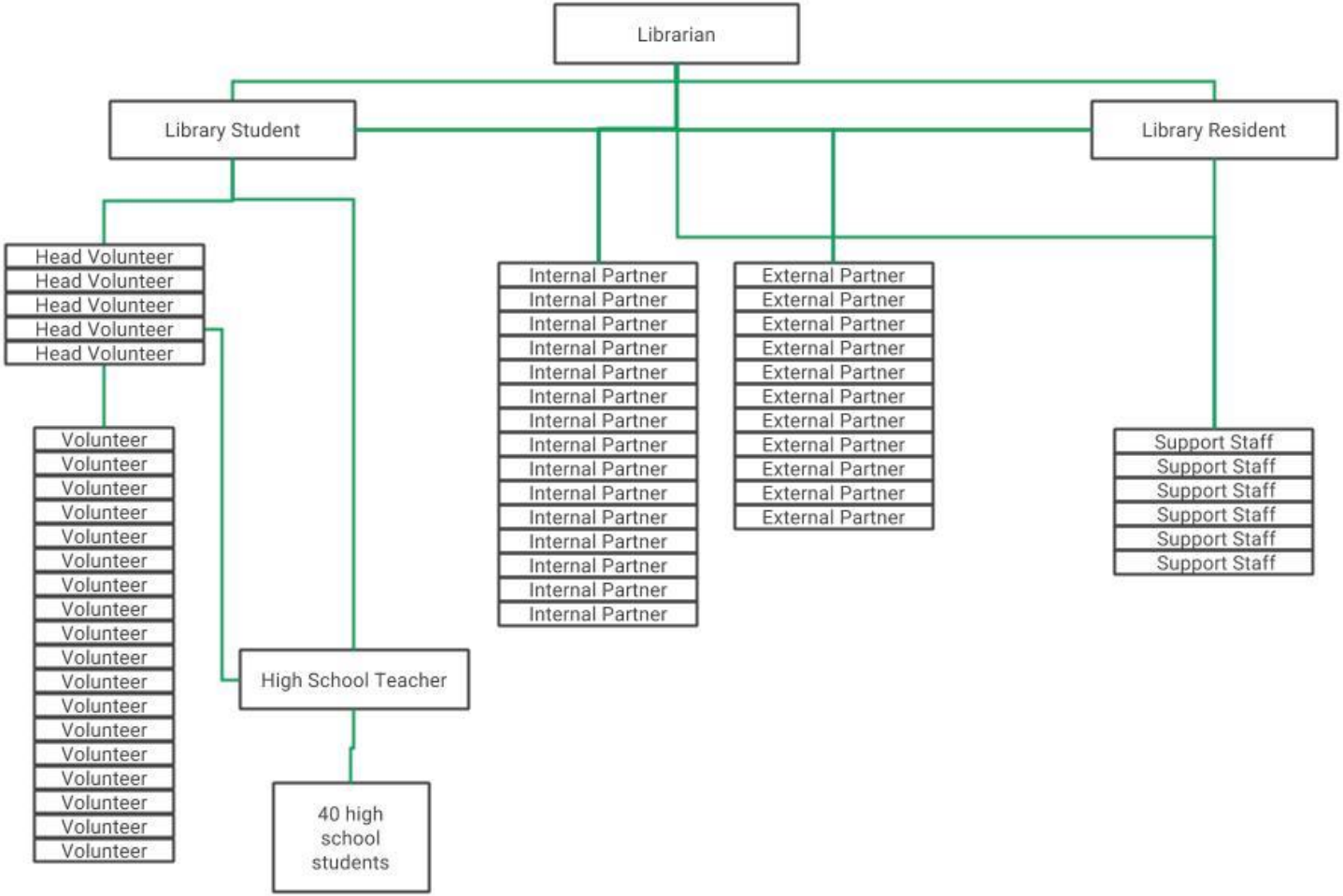
3pm
3:45pm - End of Day Partying!
4pm - Microbrewery Tour
8:30pm Observatory Tours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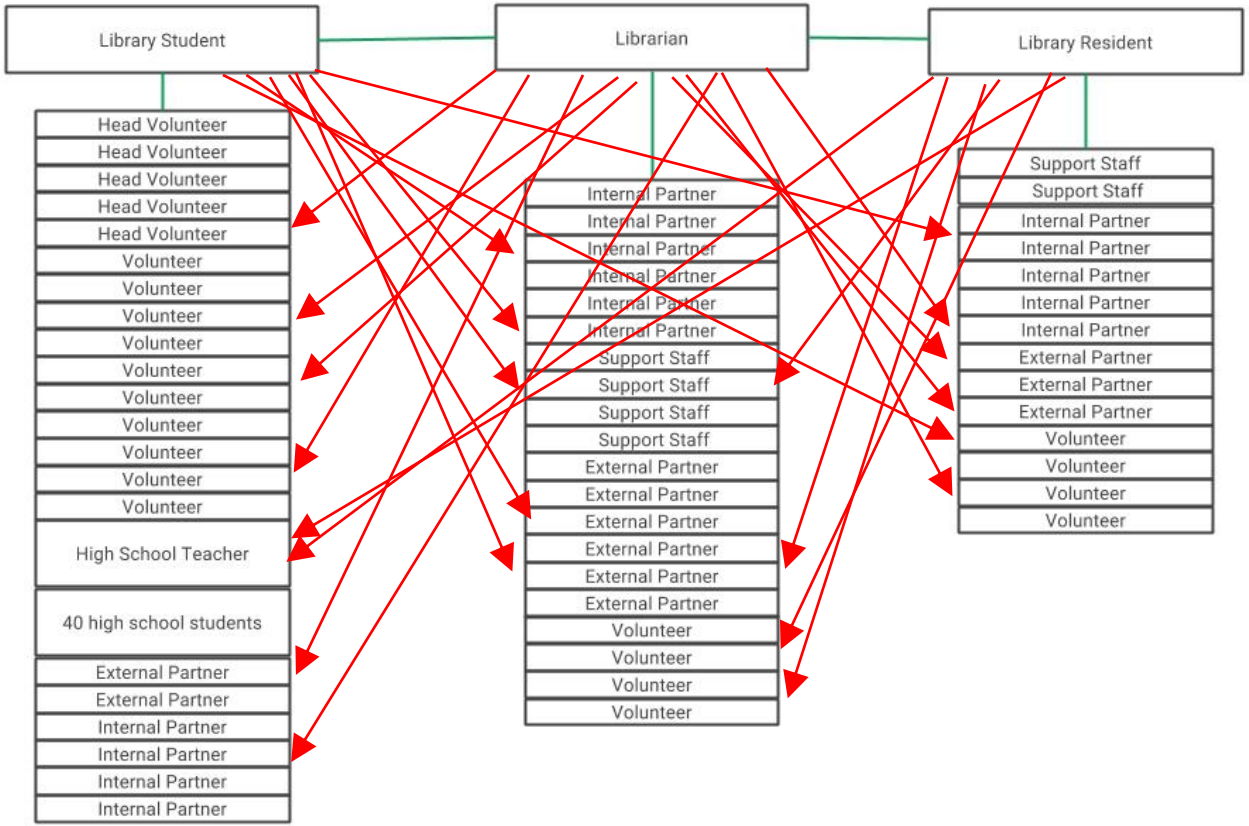
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SCIENCE LITERACY WEEK

+ 8900 gate count on Friday

- +1000 of average
- Sensors were malfunctioning

*“It's **fun having events like these**, especially in libraries because **we're all stressed**.”*

*“The [Edmonton Valley Zoo] event offers the **closest thing to field research** without having to go in the field, you can observe right here”*

*“It's always good to experience free events. Also nice it was on campus since often **students don't have much time to go out of their way to seek these things out**.”*

Lessons Learned

- Communication
- Organizational Structure
- Scope
    - Institutional buy-in

Project Charter

- Business case
- Similar to grant/fund writing
- Institutional buy-in

Keep it brief!

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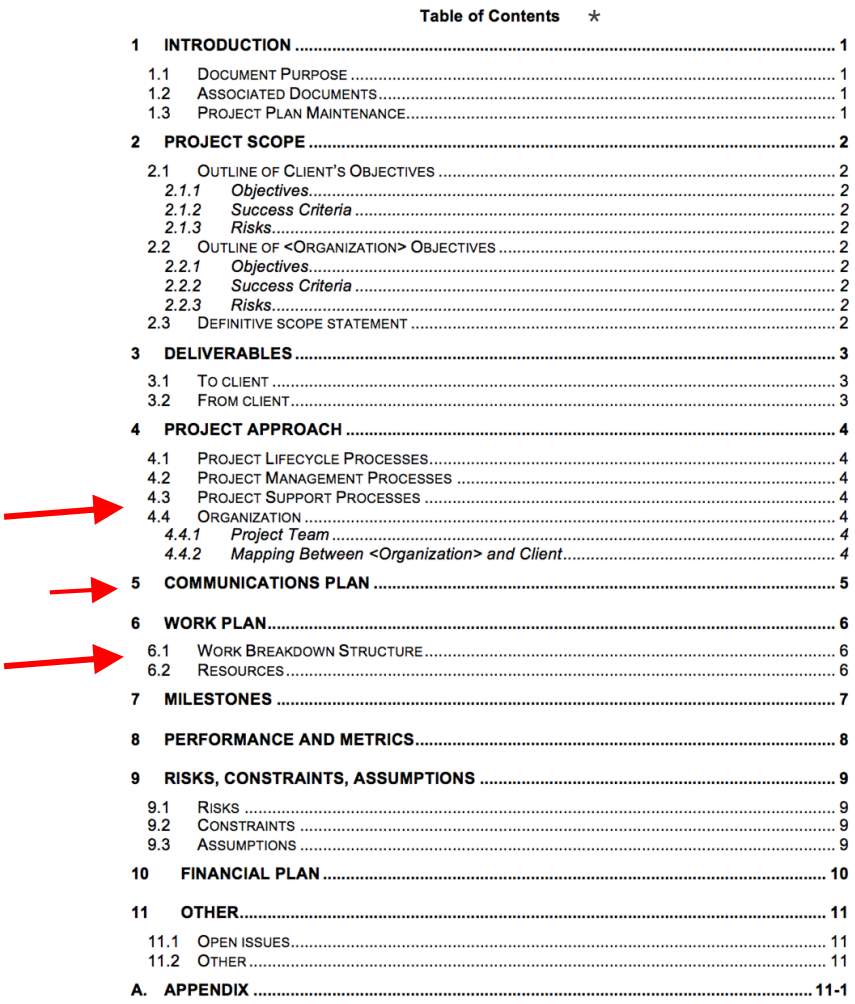
Project Plan

Elements from the Charter

- Purpose
- Scope
- Organization

Keep it brief!



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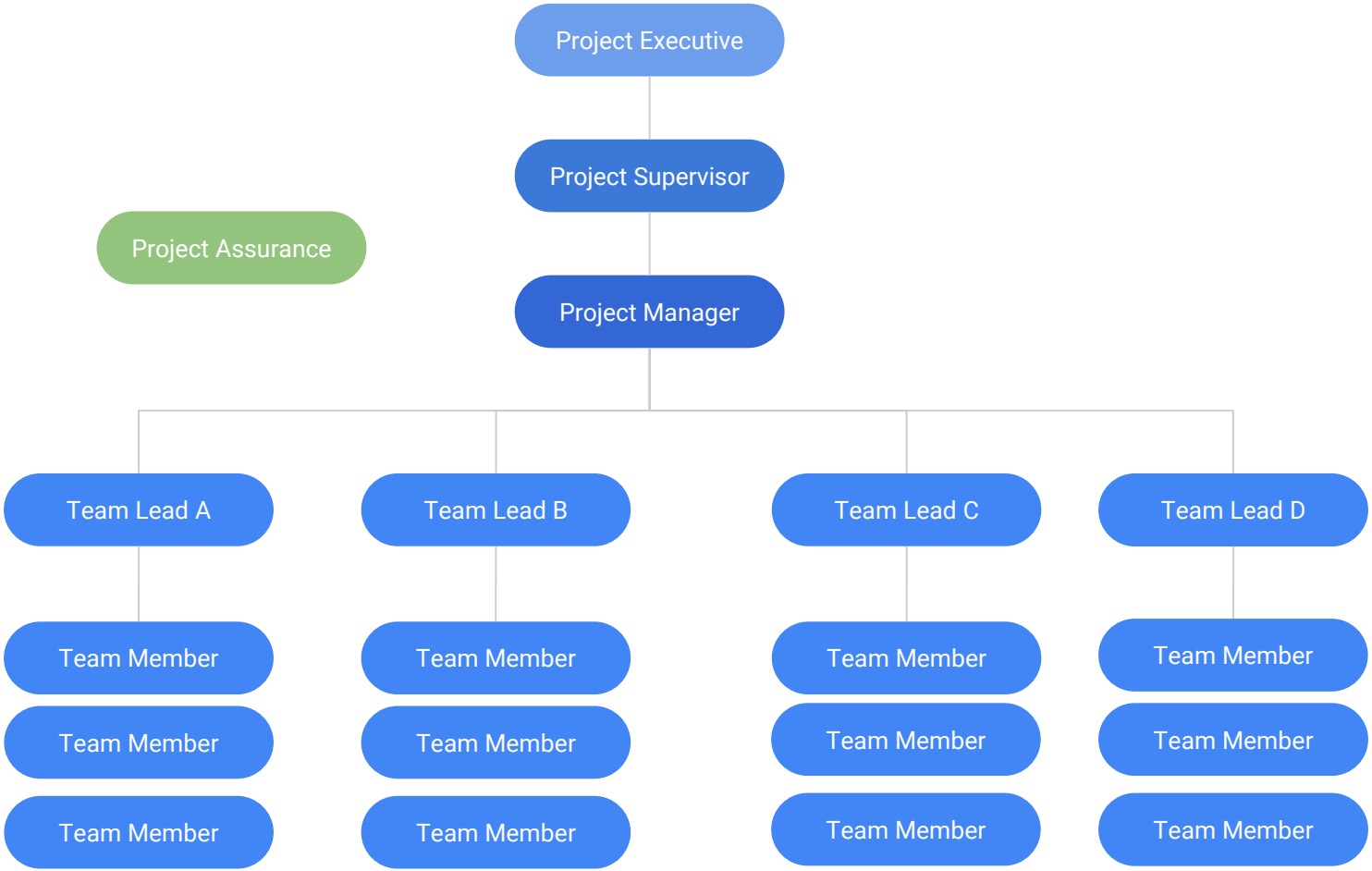
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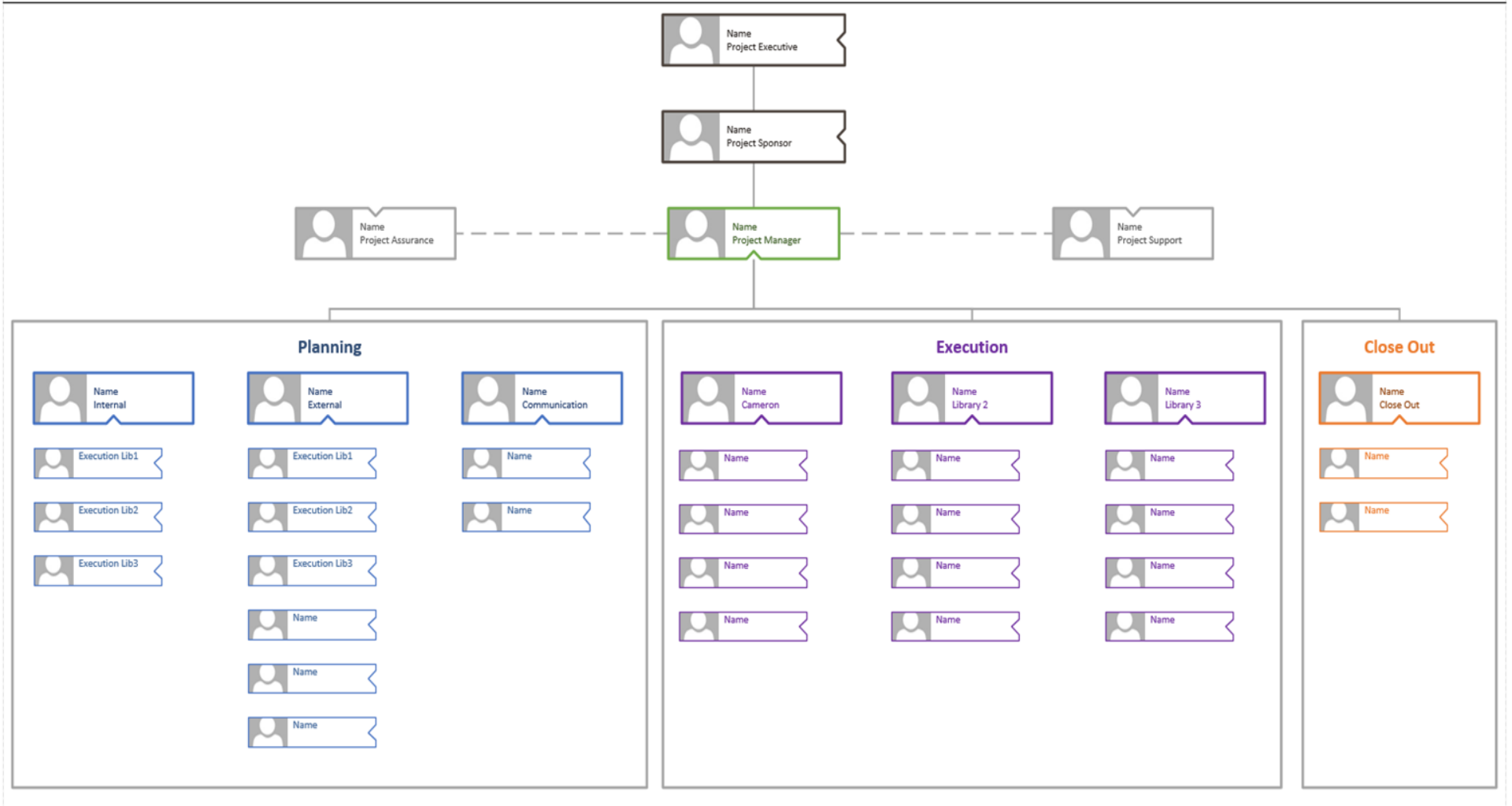
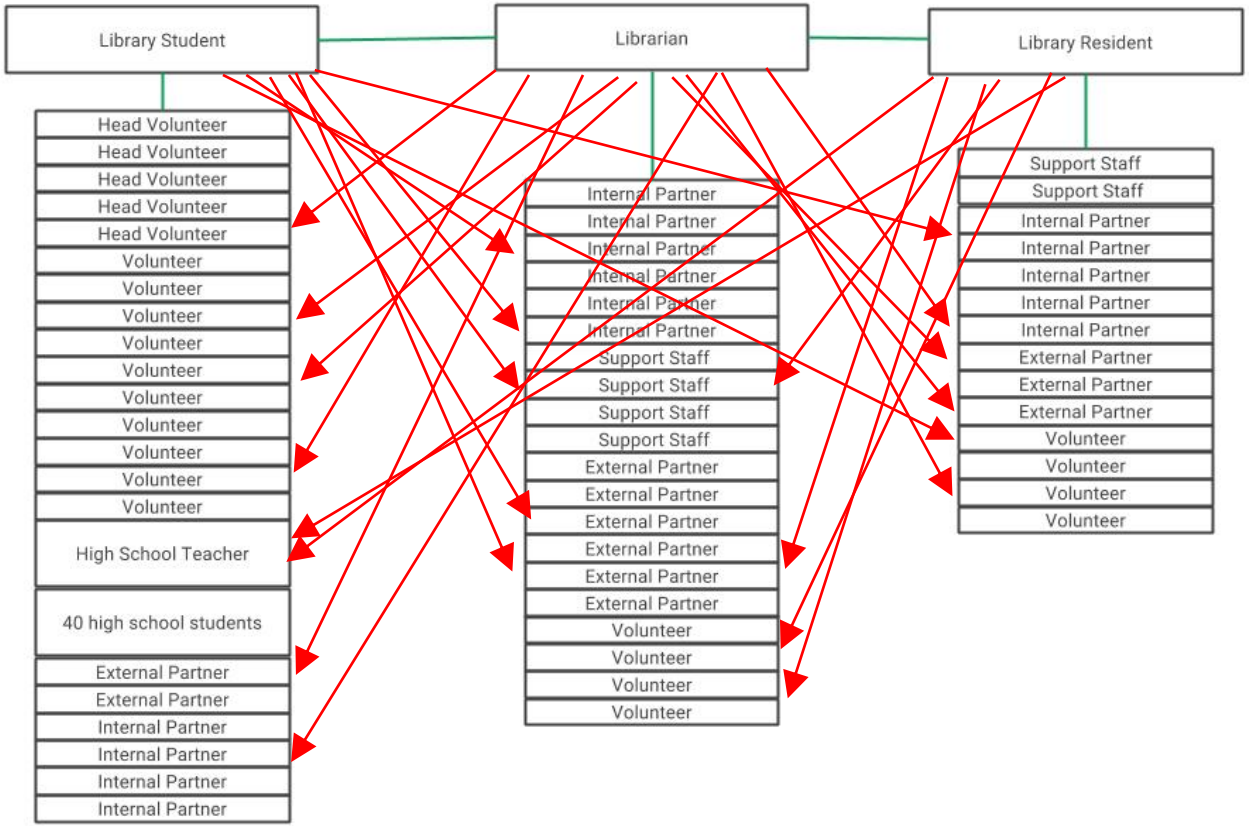
Roles & Responsibilities – SciLit Week

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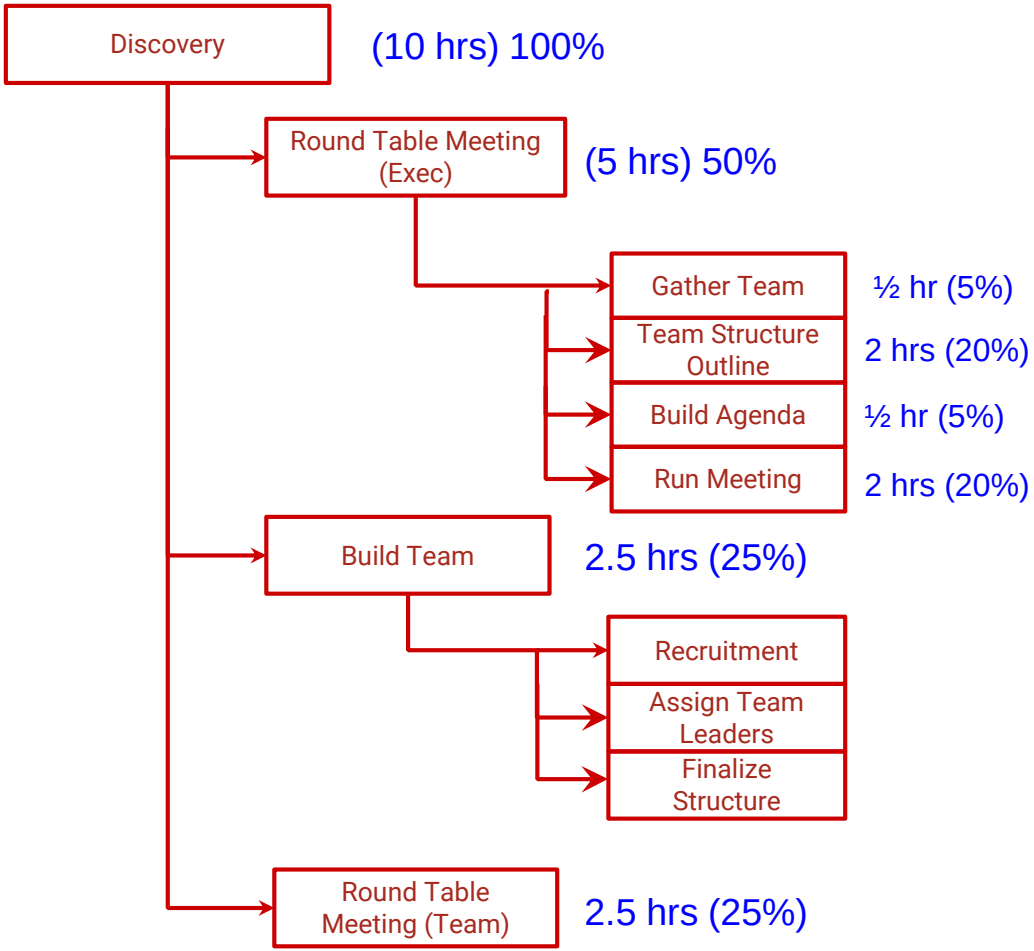


How many people will this require?

- Internal or external?

How much time can a person give to this project?

Communications Plan

COMMUNICATIONS MATRIX *							
Project Name:	<optional>						
National Center:	<required>						
Project Manager Name:	<required>						
Project Description:	<required>						

ID	Communicaton Vehicle	Target Audience	Description/Purpose	Frequency	Owner	Distribution Vehicle	Internal / External?
0	Weekly status report	Project Team	Communicate updated project status	Weekly	John Doe	email	Internal & External

Issue Register

Date	Problem	Priority	Assigned To	Completed?
2018-01-24	I need to show how to use the issue register	Low	Quincy	Y
2018-01-31	The links in my slides are broken and I don't know why	High	Quincy	Y

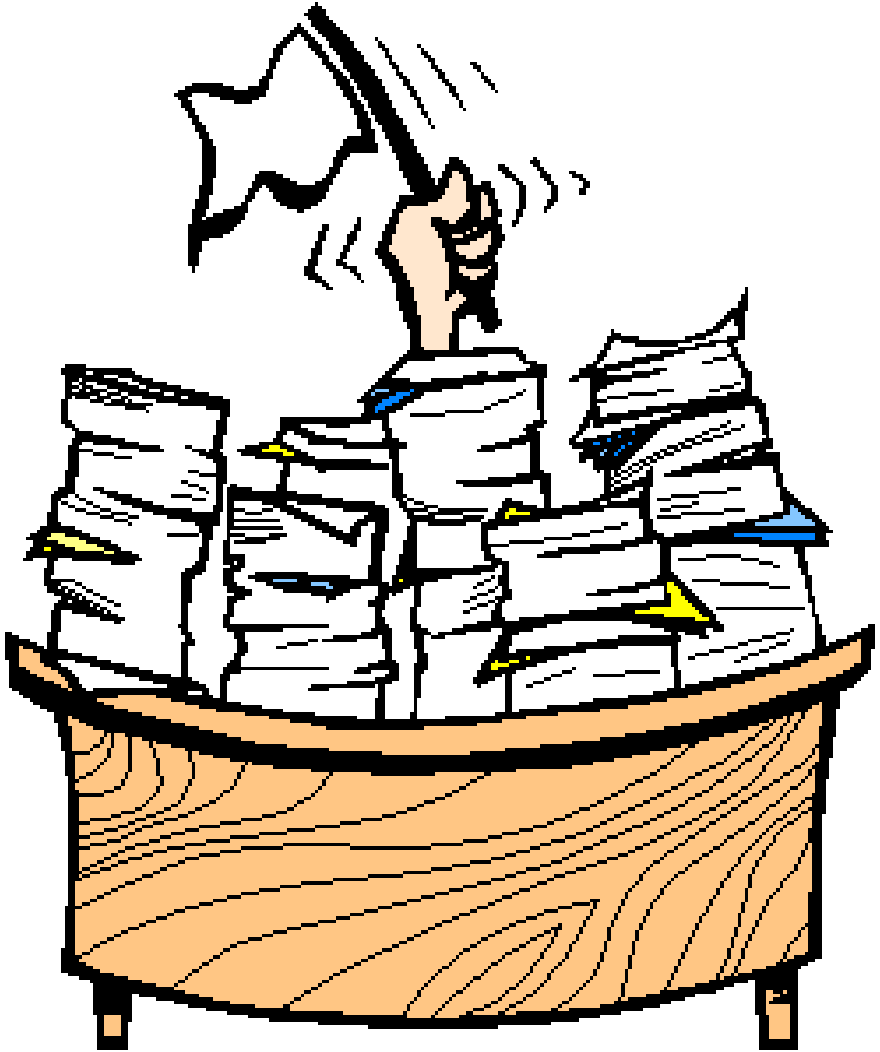


Photo credit: Stblogs.org[13]

PM Resources for Librarians

Project Management Institute (PMI)

- Training - courses
- Membership: $129 a year
  - Downloadable templates
  - Access to premium content
  - Some free content
- Guide to the Project Management Body of Knowledge (PMBOK® Guide)–Fifth Edition (UAlberta access)[9]
- A Project Manager's Book of Forms: a Companion to the PMBOK Guide, Fifth Edition, 2nd ed. (UAlberta access)[11]

Centre for Disease Control and Prevention (CDC)[6]

- Management Guide
- Freely downloadable templates with decent explanations (full or 'lite')
- Last updated 2010
  - Now 'frozen'

PM Resources for Librarians

Books and journals

- Search ‘project management’ in your library catalogue

Project Management Tools and Techniques for Today's ILS Professional by Barbara Allan (UAlberta access)

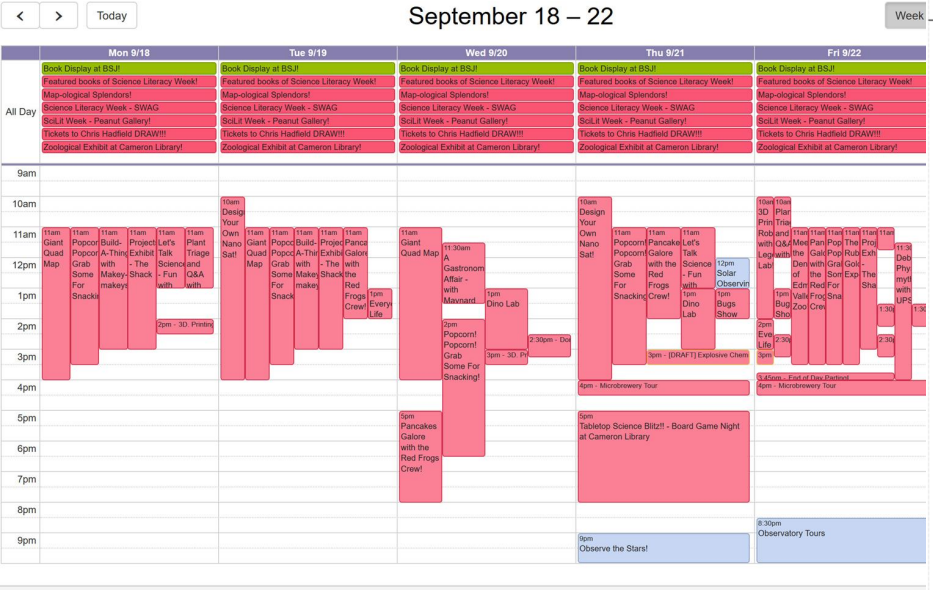
- Full book adapting PM theory and methods to LIS

Software

- MS Project, MS Excel
- Google Sheets
  - Project Management template group
  - Presentations even has a Gantt chart template

Project Management Planners/Coordinators at your institution

- Great friends to have!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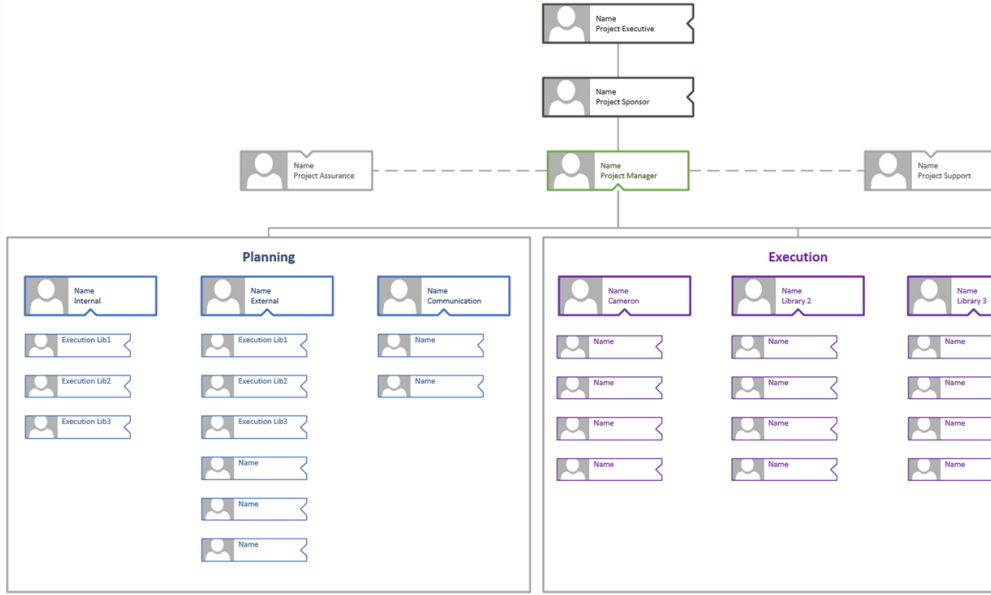
Roles & Responsibilities – SciLit Week
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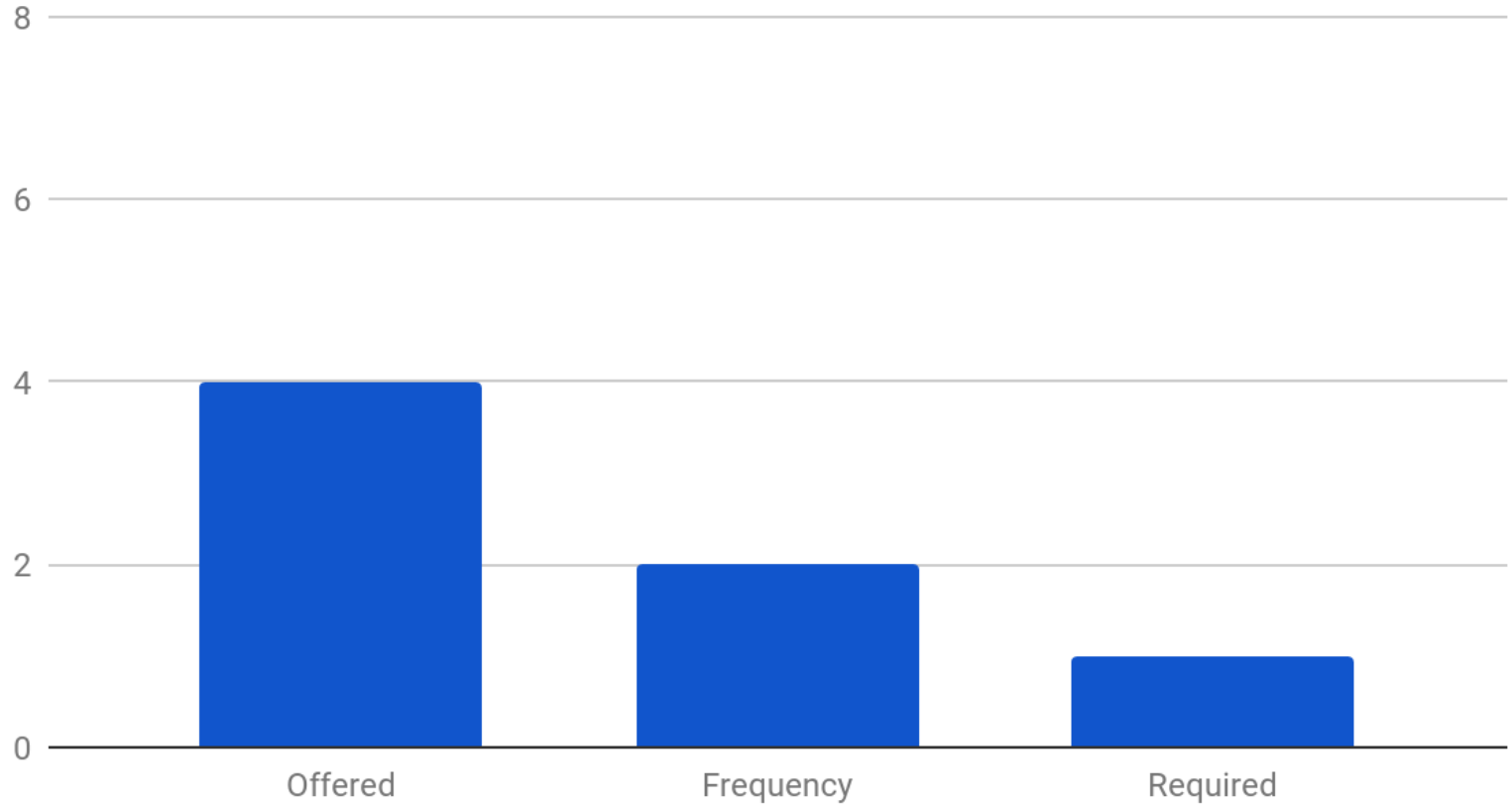
Project Management Courses in CA MLIS/MIS Degrees



Acknowledgments

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Andrea Sampson

Co-Founder & Executive Speaker Coach, Talk Boutique

UNIVERSITY OF ALBERTA
LIBRARIES

{ Talk Boutique }

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13. Photo credit: Stblogs.org

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