



Proof of Concept:
Applying Project Management
Principles to Your Workplace
February 15, 2012 – Noon to 1 pm MST
Colorado State Library, Denver, CO
www.coloradostatelibrary.org/projectmanagement
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#pmlibraries

With Pat Wagner, Pattern Research, Inc.
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The Fine Print: Thanks

- Institute of **Museum** and **Library** Services
- **REACH:** Leading Learning in Libraries
- **Colorado State Library**
– Michelle Gebhart and Mary Beth Faccioli
- Tim Sullard, **Pattern Research, Inc.**



1

Public Domain Graphic Resources

- Flickr.com
- www.instructionaldesign.org/
- totallyfreeimages.com/
- Pixabay.com
- wpclipart.com
- [en.wikipedia.org/wiki/Wikipedia:](http://en.wikipedia.org/wiki/Wikipedia:Public_domain_image_resources)
Public_domain_image_resources

2

The Assignment

Try something new, and share it:

1. What did you do?
2. What impact did it have?
3. What will you do next?

Simple Word doc: pat@pattern.com

One simple sentence or bullet per item.

3

Pat Wagner

- 30+ years with libraries
- Learned project management on the job:
Very public deadlines!!!
 - Printing projects
 - Theater: Curtain up!
 - Radio: 1/100 sec.
- ALA, ACRL, SLA, MLA, AALL, CAL, MPLA

4

Agenda

- The Objective
- The Collective Wisdom
- Stories of project management:
Your assignments
- Resources
- Connections

5

The Objective

Achieve your goals by getting the work
done on time, within the budget,
at an agreed-upon level of quality,
and with everyone still speaking and
wanting to work together again.

6

The Collective Wisdom

- Pause.
- Anticipate; don't assume.
- Write it down.
- Pay attention.
- Partner with others.
- Set clear goals and benchmarks.

7

Assignments

- Vanishing Performer
- Name the Destination
- The Ticking Clock
- Putting Out Fires
- Anxiety Attack
- Weed Weed Weed

8

Vanishing Performer

Planned for a performer to show during Summer Reading Program. He didn't show.
Next time, I will stay in contact with the performer after the initial setup.
Have him to sign a contract. Call the day before the presentation to confirm he will be there.

9

Name the Destination

Started each day by deciding one specific part of a project I would accomplish that day.
It allowed me to focus and realize how much time it takes me to complete one thing.
It helps me prioritize goals, make better use of my time, and stay focused on the task at hand.

10

The Ticking Clock

My team created deadlines to get us through the end of March.
We realized that we didn't have as much time as we thought, and we are reevaluating our goals.
We are setting some parts of the project on the "backburner".

11

Putting Out Fires

Tried to prioritize by setting goals each day.
Each day was sidetracked by new fires or the
needs of others. Decided to measure the time it
took to do some of the sidetracked fires.
Can see why I did not get things I want done in
a timely fashion.

12

Anxiety Attack

I sorted/re-evaluated priorities.
Made me realize that I tend to do projects I am
most anxious about first.
I made a box for my desk and made partitions
numbered one-five. I will arrange the folders
based on when the projects are due.

13

Weed Weed Weed

- Created a project proposal for weeding.
- Will recruit team members, and explain goals
and assignments.
- Measured how long it takes to deprocess one
book to include in weeding collection process
time and cost management.

14

Awareness

- Stop and look.
- Pay attention to the details.
- Stop and plan.
- Write down the details.
- “Let’s do science!” *Kathy Bradshaw*

15

Mistakes We All Make

- We **guess** rather than confirm.
- We put off **hard decisions**.
- We count on being **rescued**.
- We **aren’t honest** about what we can do.
- We don’t ask for **the resources we need**.
- We don’t make **course corrections**.

16

Resources

- *Getting Things Done*, David Allen
- *The One-Page Project Manager*, Clark A. Campbell
- *The E-Myth Revisited*, Michael Gerber
- *The Goal*, Eliyahu Goldratt
- *Becoming a Manager*, Linda Hill
- *Results without Authority*, Tom Kendrick
- *Breaking Roberts Rules*, Lawrence Susskind

17

Connections

- *pat@pattern.com*
- **LinkedIn:** Pat Wagner
- **Twitter:** *pat2pattern*
- **Facebook:**
 - Pat Wagner
 - Pattern Research, Inc.
- **Librarything:** *patternresearch*

18

Questions?

While we wait for your questions, we would like to
hear from you about today's webinar.
Please complete the survey for this session.

<http://www.surveymonkey.com/s/WD2W2VY>

We will send you an e-mail with a link as well.

19
