



OUR STORIES, OUR SHELVES

MLA • DLA Conference 2026

Don't Miss!



50/50 RAFFLE

Tickets are \$1 each and can be purchased from **Conni Strittmatter** or **David Dahl!** The winner takes home half the pot.



PUB QUIZ

Thursday, May 7
8:00 – 10:00 p.m.
Choptank Ballroom



SILENT AUCTION

Visit the Silent Auction in the exhibitor hall to place your bids **before 10:45 a.m. on Friday, May 8th.**



KARAOKE

Thursday, May 7
8:00 – 10:00 p.m.
Windjammer

The top left corner of the slide features a series of thin, light-colored lines that intersect to form various geometric shapes, including triangles and polygons. These lines are set against a solid, light beige background that covers the entire slide.

YOU'RE ALREADY A PROJECT MANAGER:

Identifying, Applying,
and Leveraging Project
Management Fundamentals

Abigail Williams

Anne Arundel County Public Library, MD

Let's get to know each other!

Management or non-management?

Public facing or non-public facing?

Public, academic, school, other?



A BIT MORE ABOUT MY BACKGROUND

- Circulation Assistant
- Library Associate
- Public Services Specialist
- Assistant Branch Manager I
- Deale Community Library
- Discoveries: The Library at the Mall
- Severna Park Community Library
- Broadneck Community Library
- Discoveries (again)
- Opening a new branch
- Advocacy effort for branch to become permanent
- Moving to a permanent space
- Curbside guidelines and procedures
- Major shifting project involving 70% of collection
- Right sizing collection
- New shelving
- Collection reconfiguration

WHAT WE'RE GOING TO COVER

Identify

- What is a project?
- Why project management?
- Project management fundamentals

Apply

- How to make it work for you
- Hands-on exercise

Leverage

- Translate these skills to the application process
 - Resume
 - Interview

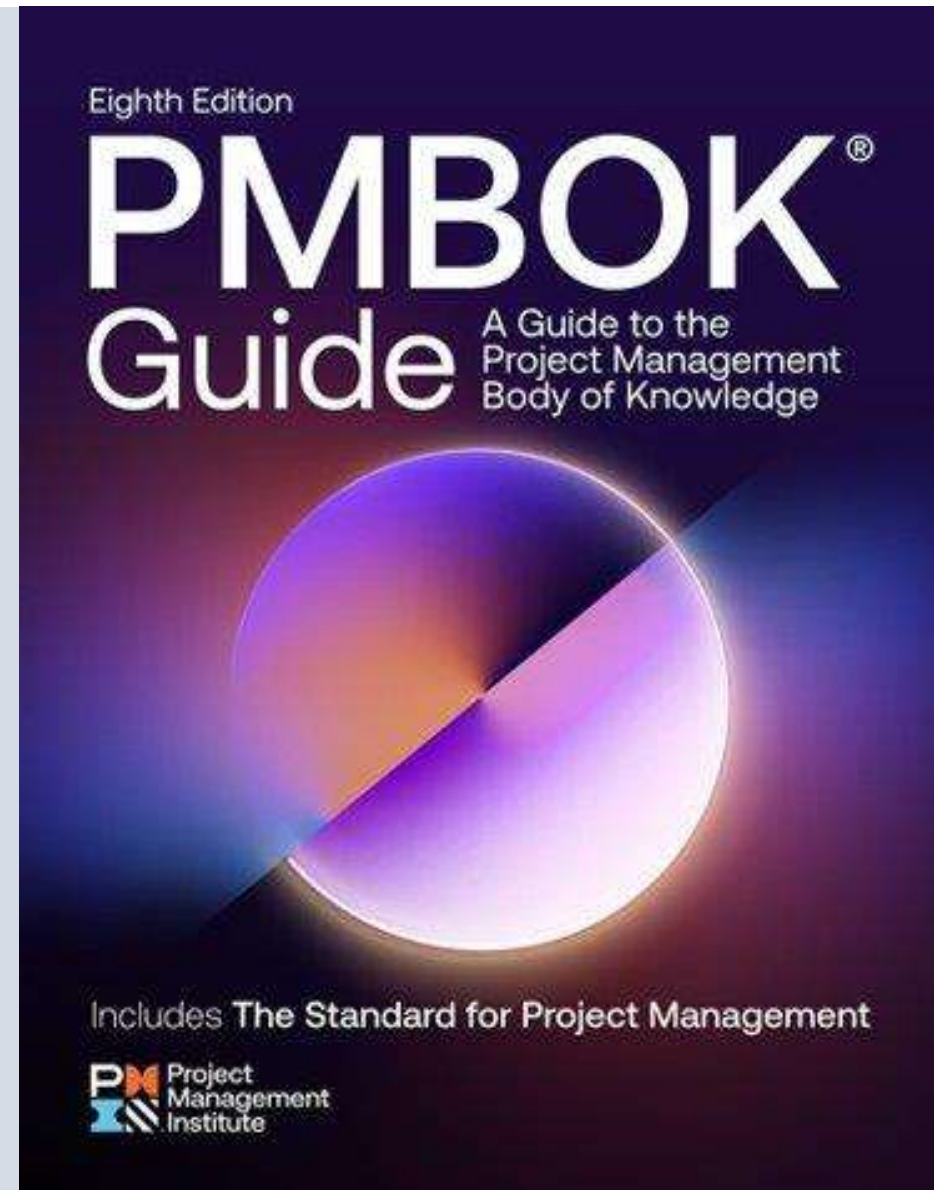
What is a project?

Temporary

- Defined beginning and end

Unique

- Conditions and environments that distinguish one project from another



PROJECTS VS. OPERATIONS

PROJECTS

- Unique context leading to a unique product, service, or result
- Temporary

Examples:

- A specific program that is not offered regularly
- Decorating your branch for summer reading
- Launch of a new service

OPERATIONS

- Repetitive
- Ongoing
- Consistent outcomes

Examples:

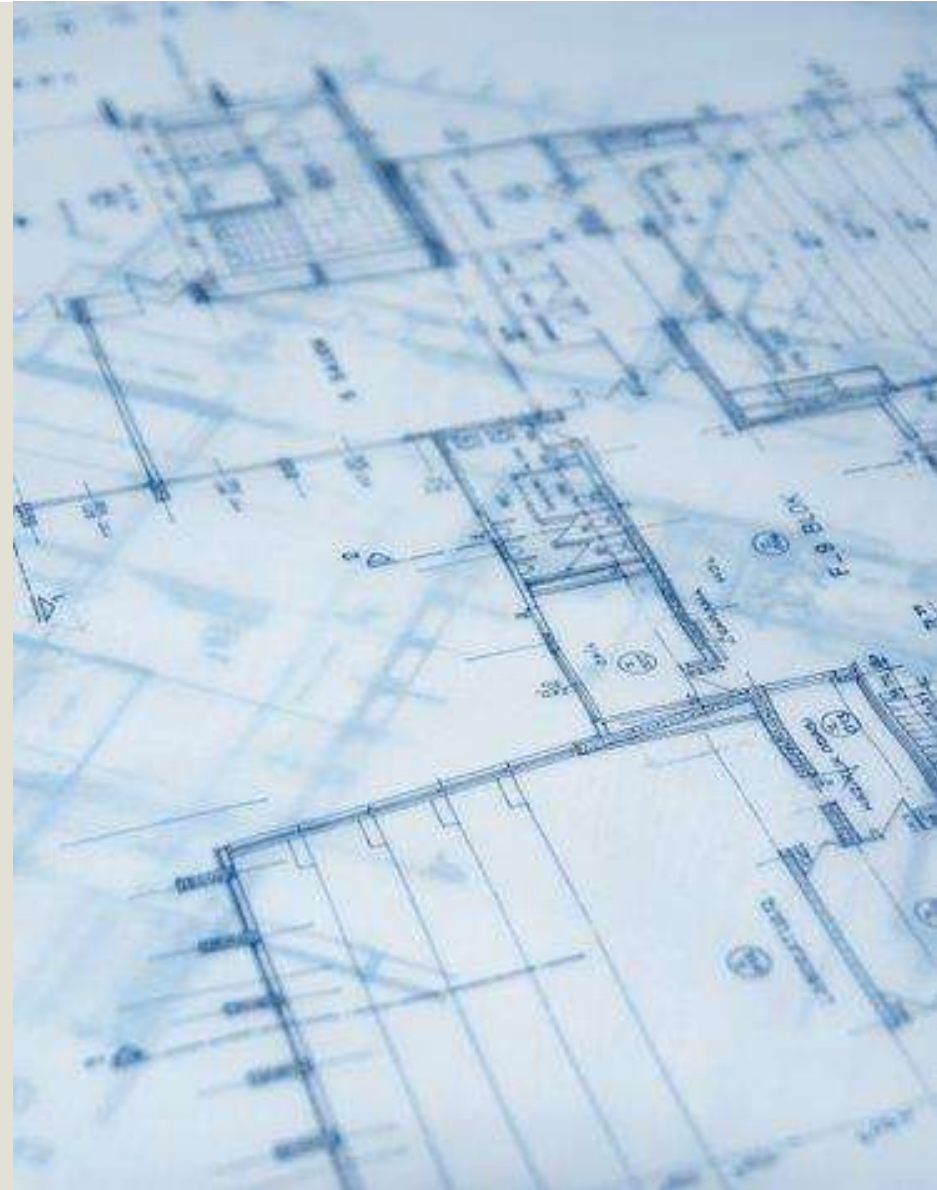
- Interlibrary loan
- Weeding
- Weekly storytime

WHY USE A PROJECT MANAGEMENT FRAMEWORK?

- **Increasingly desired skill**
 - Growing and changing community
 - Creating new and unique spaces, programs, and services
 - Participating in local initiatives
- **Improved efficacy**
 - Structured, comprehensive approach
 - Alignment with library goals
 - Efficient use of limited resources
 - Investment into future projects
- **Promotes and facilitates collaboration**
 - Within a project team
 - A subproject within a larger project
 - Interdepartmental

The Five Process Groups

- The PMBOK outlines five Process Groups:
 - Initiating
 - Planning
 - Executing
 - Monitoring and Controlling
 - Closing
- Contain activities and processes relating to that type of project work
- Not strictly sequential
- Independent of application areas or industry focus

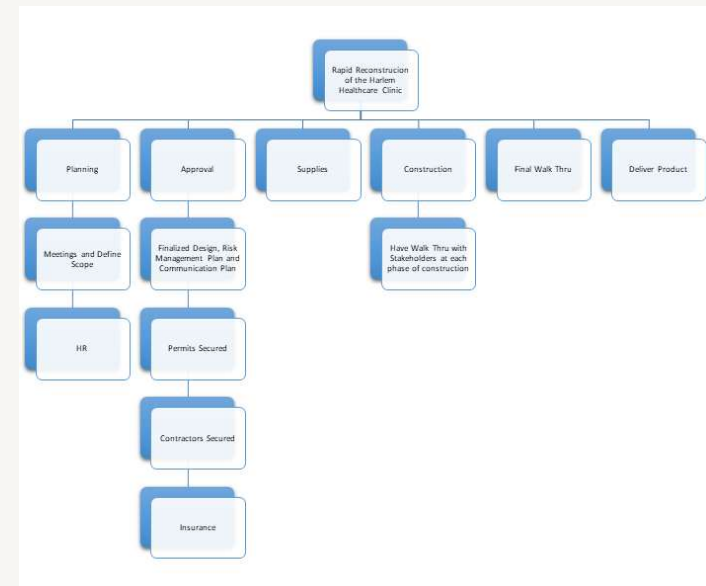


INITIATING PROCESS GROUP

- Defining a new project or new phase of an existing project
 - Determining project purpose and requirements
 - Ensuring project meets organization goals/strategic plan
 - Defining project success
 - Identifying stakeholders and determining their varying levels of participation
 - Informing stakeholders of scope/objectives
 - Collecting information
 - Committing financial resources
 - Create a project charter

PLANNING PROCESS GROUP

- Establishing the intended scope of the effort and developing the course of action
 - Defining project life cycle and phases, choosing the appropriate approach
 - Predictive (Waterfall)
 - Adaptive (Agile)
 - Define and refine objectives
 - Determine activities and deliverables
 - Decide communication norms
 - Potential documents created:
 - Project plan
 - Work breakdown structure
 - Project communication plan



EXECUTING PROCESS GROUP

- Completing the work in a manner consistent with the currently agreed-upon course of action
 - Coordinating resources
 - Managing stakeholder engagement
 - Performing the activities of the project

MONITORING AND CONTROLLING PROCESS GROUP

- Tracking project progress and performance
 - Comparing actual performance to expected performance
 - Deciding if and what corrective measures need to happen
 - Be on the lookout for scope creep (expansion of original project requirements)

CLOSING PROCESS GROUP

- Completing or closing a project, phase, contract
 - Includes project termination, if applicable
 - Verify that previous phases have been completed
 - Transition to operations, if applicable
 - Reflect on the project – what are your lessons learned?

This feels like a lot for my library. Now what?



WHAT MAKES LIBRARIES DIFFERENT?

- Organization mission and goals
- Public-facing and people/community-focused
 - Various contexts: public, academic, school, etc.
- Funding sources
- Staff wear many hats
- More likely to be doing "small" projects

WHAT IS A "SMALL" PROJECT?

- Little (or no) money
- Fewer people involved
- Shorter duration
- Could be a part of a larger project
- Assumed authorization from leadership
- Success expectation is 100%

ARE PROJECT MANAGEMENT FUNDAMENTALS STILL USEFUL?

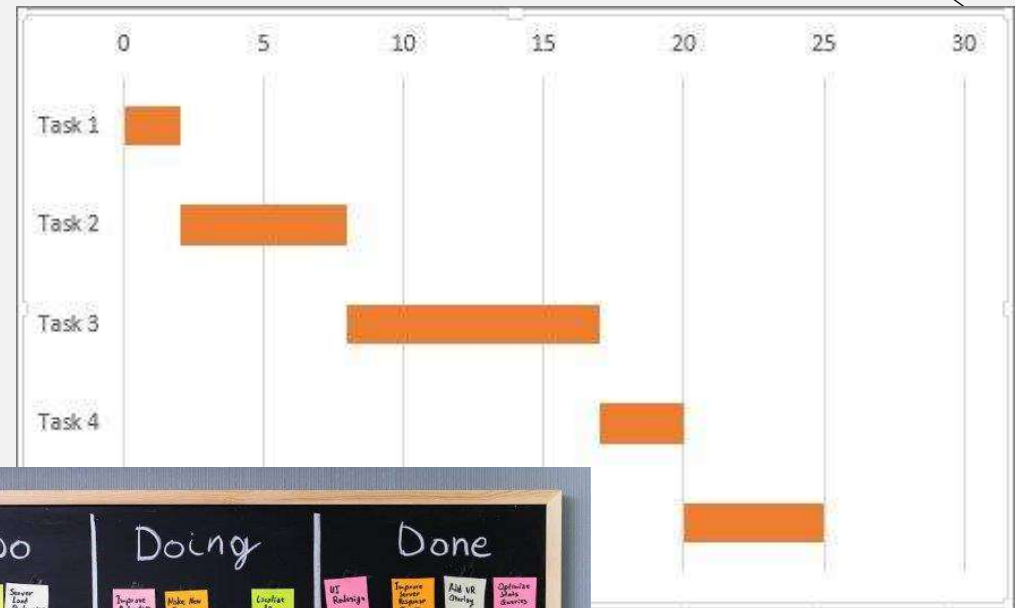
- YES!
- The theory is helpful to know
- Develop a project management toolbox for your future
- Describe your work better
 - Scale labeling is not important – it's a project!
- The theory is helpful to know
- Develop a project management toolbox for your future
- Describe your work better

TAILORING

- Intentional adaptation of the project management framework to better suit a particular environment and/or project
 - Criticality
 - Scale
 - Duration
 - Complexity
 - Organizational culture
 - Number of stakeholders involved
 - Industry standards
- Decide which elements should be
 - Added
 - Modified
 - Removed
 - Blended
 - Aligned

CHOOSING PROJECT MANAGEMENT TOOLS

- Microsoft Office
 - Project
 - Planner
 - To Do
- Google Tasks/TasksBoard
- Gantt Chart
- Kanban Board
 - Digital or physical
- Index cards
- Paper and pen



TAILORING EXAMPLE

- Let's say a library associate wants to rearrange the teen hangout area in their library – new furniture, collection reconfiguration, and new games and activities for the teens.
 - What project activities should be used for a project like this?

TEEN HANGOUT AREA PROJECT

Initiating

- Determine the purpose
- Define project success
- Identify stakeholders
- Collect information
- Commit financial resources

Planning

- Pick approach
- Define objectives
- Determine project activities
- Create a project plan, share

Executing

- Coordinate resources
- Perform project activities

Monitoring & Controlling

- Track project performance
- Watch for scope creep

Closing

- Verify that all activities are complete
- Report to stakeholders
- Reflect on project

Now you try!

- Work in small groups (or alone if you prefer)
- Assume a project life cycle with these phases: initiate, plan, execute, and close
- You'll come up with your own hypothetical scenario



PICK YOUR HYPOTHETICAL PROJECT

Staff position

- Circulation Assistant
- Library Associate
- Librarian
- Etc.

Focus area

- Collection
- Programming
- Outreach
- Administration

Project ideas

- Reorganizing a closet or other storage area
- Right-sizing the branch collection
- Implementing a new service
- Creating and executing a program
- Coordinating a community fair
- Rearranging the branch collection
- New shelving
- Developing a training
- Coordinating an all-day outreach involving multiple staff

INITIATE YOUR PROJECT

- What is your project and why is it important?
 - List up to three desired outcomes
- Are you working with a team or are you working alone?
- Who does this project impact and how?
- How does this project align with or accomplish your library's goals/strategic plan?
- What information do you need to collect to prepare for the work ahead?

PLAN YOUR PROJECT

- What tasks need to be completed and in what order?
- What are your deliverables?
- What is your estimated project duration?
- What planning and/or communication tools will you use? How will you use them?
- How will you monitor project progress?

LEVERAGING PROJECT MANAGEMENT SKILLS

Resume – key action words

- Initiating: aligned, defined, informed, discussed, developed, involved
- Planning: planned, defined, refined, decided, oriented, established, developed
- Executing: coordinated, achieved, managed, performed, executed, communicated, led
- Monitoring and Controlling: tracked, measured, reviewed, regulated, adapted, improved, analyzed
- Closing: completed, met, exceeded, verified, reflected, transitioned, closed

Interview – The STAR Method

- Respond to this question: "Tell me about a project that you've done recently." Assume that you have completed the project successfully.
 - Situation (Initiate)
 - Task (Plan)
 - Action (Execute, Monitor and Control)
 - Result (Close)



Let's share!

Share your interview question
answer with us!



IN SUMMATION

Why is this important?


- Helps you complete your project
- Promotes and facilitates collaboration
- A valuable skillset to have in both your current and future work

What did you learn today?

- What a project is and project management fundamentals
- How to apply a project management framework to your library work and career development

What can you do right now?

- Identify what you've already done
- Apply what you've learned to what you're going to do
- Leverage this information in your career journey

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Q&A

Abigail Williams

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**Please take a moment to
complete the program survey.**



SCAN ME!