Course Syllabus

Course Title
Project Management for LIS

Semester
Summer 2009

Course Number
LIS 590MGL

Instructor
Kevin Trainor

Catalog Description
Project management skills are essential for LIS practitioners who want to be leaders. Effective project management is needed to create everything from digital libraries, to community informatics outreach projects, to new physical library facilities. This is a comprehensive course in project management for anyone who is serious about planning and managing successful projects.

This course combines knowledge, tools and techniques that are common to managing successful projects in any field with insight into the special challenges of managing projects in the LIS field. General project management subjects covered include a framework for project management, as well as the key project management knowledge areas: integration, scope, time, cost, quality, human resource, communication, risk, and procurement. Specific LIS project management subjects covered include the demand for project management skills in libraries, case studies of projects in both large and small libraries, and methods for addressing the special challenges of digital library projects.

Required Text
Schwalbe, K. (2009). *Information Technology Project Management* (6th ed.). Course Technology. **ISBN-10:** 0324786921, **ISBN-13:** 978-0324786927

Recommended Text
Project Management Institute. (2008). *A Guide to the Project Management Body of Knowledge:* (4th ed.). Project Management Institute. **ISBN-10:** 1933890517, **ISBN-13:** 978-1933890517

Required Articles
Cervone, H. F. (2004). How not to run a digital library project. *OCLC Systems & Services*, OCLC Syst. Serv. (UK), *20*(4), 162-6.

Cervone, H. F. (2005). Making decisions: Methods for digital library project teams. *OCLC Systems & Services*, *21*(1), 30-35.

Cervone, H. F. (2005). MANAGING DIGITAL LIBRARIES: THE VIEW FROM 30,000 FEET: Influencing: a critical skill for managing digital library project teams. *OCLC Systems & Services*, *21*(2), 105-109.

Cervone, H. F. (2006). Project risk management. *OCLC Systems & Services*, *22*(4), 256-262.

Cervone, H. F. (2007). Standard methodology in digital library project management. *OCLC Systems & Services*, *23*(1), 30-34.

Cervone, H. F. (2008). Developing the business case for a digital library project. *OCLC Systems & Services*, *24*(1), 18-21. doi: 10.1108/10650750810847206.

Eden, B. (2001). Managing and directing a digital project. *Online Information Review, 25*(6), 396-400.

Esparza, J. (2008). A librarian's experience with Six Sigma tools. *Journal of Hospital Librarianship*, *8*(3), 332-43.

Fenton, C. (2007). Finding the way. *Program: Electronic Library & Information Systems*, *41*(4), 353-364.

Kinkus, J. (2007, July). Project Management Skills: A Literature Review and Content Analysis of Librarian Position Announcements. *College & Research Libraries*, *68*(4), 352-363.

Course Topics
- Introduction to Project Management
    - What is a Project?
    - What is Project Management?
    - Program and Portfolio Management
    - The Role of the Project Manager
    - The Project Management Profession

- Project Management and LIS Context
    - A Systems View of Project Management
    - Understanding Organizations
    - Stakeholder Management
    - Project Phases and the Project Life Cycle
    - The Context of LIS Projects

- The Project Management Process Groups
    - The Project Management Process Groups
        - Initiating
        - Planning
        - Executing
        - Monitoring and Controlling
        - Closing
    - Mapping Process Groups to Knowledge Areas

- Project Integration Management
    - Strategic Planning and Project Selection
    - Preliminary Scope Statements
    - Project Management Plans

- o Project Execution
  - o Monitoring and Controlling Project Work
  - o Integrated Change Control
  - o Closing Projects

- Project Scope Management
  - o Scope Planning and the Scope Management Plan
  - o Scope Definition and the Project Scope Statement
  - o Creating the Work Breakdown Structure
  - o Scope Verification
  - o Scope Control

- Project Time Management
  - o The Importance of Project Schedules
  - o Activity Definition
  - o Activity Sequencing
  - o Activity Resource Estimating
  - o Activity Duration Estimating
  - o Schedule Development
  - o Schedule Control

- Project Cost Management
  - o Basic Principles of Cost Management
  - o Cost Estimating
  - o Cost Budgeting
  - o Cost Control

- Project Quality Management
  - o Quality Planning
  - o Quality Assurance
  - o Quality Control
  - o Tools and Techniques for Quality Control
  - o Modern Quality Management
  - o Improving Quality on LIS Projects

- Project Human Resource Management
  - o Keys to Managing People
  - o Human Resource Planning
  - o Acquiring the Project Team
  - o Developing the Project Team
  - o Managing the Project Team

- Project Communications Management
  - o Communications Planning
  - o Information Distribution
  - o Performance Reporting
  - o Managing Stakeholders
  - o Suggestions for Improving Communications

- Project Risk Management

- o Risk Management Planning
- o Common Sources of Risk in LIS Projects
- o Risk Identification
- o Qualitative Risk Analysis
- o Quantitative Risk Analysis
- o Risk Response Planning
- o Risk Monitoring and Control

- Project Procurement Management
  - o Planning Purchases and Acquisitions
  - o Planning Contracting
  - o Requesting Seller Responses
  - o Selecting Sellers
  - o Administering the Contract
  - o Closing the Contract

Course Objectives
- Understand the nature of projects and project management.
- Understand the special requirements of managing projects in an LIS context.
- Identify and explain the key elements of the five project management process groups.
- Identify and explain the key elements of the nine project management knowledge areas.
- Apply the knowledge, tools and techniques covered in the course to a real project (past or present) from the student's own organization.

Examinations and Self-Quizzes
There will be a final examination based upon the Schwalbe text. A series of self-quizzes will be made available to students to help them evaluate their mastery of the material and readiness for the final examination.

Student Paper
During the course, each student will be working on a paper that will be completed by the end of the course. The subject of the paper will be the evaluation of the project management processes employed on a real project (either past or present) undertaken by the student's organization (employer, university, or community). During the final two weeks of the course, each student will present a short oral summary of their paper during the weekly live session.

Work Required of Students
Lectures will be pre-recorded and made available for listening by students prior to class. This will allow us time to discuss readings, lectures and student projects during the actual class sessions.

Students will be expected to complete all reading assignments and listen to the lectures before the live session. All work on written assignments will be done independently by each student and submitted on or before the due date. Students will be expected to participate in class actively and share their own project management experiences (both good and bad) with the class.

Basis for Determining Grade
The various components of student work will contribute to the final grade based upon the following percentages:

- Final Exam: 40%
- Student Paper: 40%
- In-Class Contribution 20%

Letter grades will be determined as follows:

- A+: 97 - 100%;
- A : 93 - 96%;
- A- : 90 - 92%;
- B+: 87 - 89%;
- B : 83 - 86%;
- B- : 80 - 82%;
- C+: 77 - 79%;
- C : 73 - 76%;
- C- : 70 - 72%;
- D+: 67 - 69%;
- D : 63 - 66%;
- D- : 60 - 62%;
- F :   0 - 59%;

Contact Hours
This course will require approximately 45 contact hours.