Association of Research Libraries Program

Library Project Management

Date
February 27—28, 2007

Time
9:00 a.m.—4:00 p.m.
(Registration begins at 8:30 a.m.
There is no entry to the Library of Congress prior to 8:30 a.m.)

Place
The Library of Congress
Madison Building
Mumford Room, 6th Floor
101 Independence Avenue, S.E.
Washington, DC

Metro
Capitol South
(Orange/Blue Lines)

Sponsor
FLICC Education Working Group/Association of Research Libraries

Information
Call FLICC (202) 707-4813
TTY (202) 707-4995
Request ADA Accommodations five business days in advance at ADA@loc.gov.

Cancellations
Make cancellations 48 hours prior to the start of an event or the full fee will be charged.

Registration
$490 for FT Accounts/
$515 all others. Register online at http://www.loc.gov/flicc/feveform.html.

One of the most common challenges in organizations is making sure that planning translates into timely and effective outcomes. This two-day workshop from the Association of Research Libraries focuses on moving from problem identification and definition through action planning and evaluation. Featuring an integrated problem-solving model, participants will have intensive practice with tools such as Gantt Charts, PERT and the Critical Path Method (CPM). In addition to learning to choose and prioritize projects effectively, participants will gain the following competencies to keep projects on track and on budget:

- planning and carrying out complex assignments
- balancing tasks and relationships
- thinking creatively and applying project management tools to attain desired outcomes.

AGENDA

Designed for teams, leaders, administrators and managers, the two-day agenda features a thorough and hands-on approach.

Day One
- Project Management Overview: Scenario Analysis
- Introduction to the Project Management Model
- Project Management: Definition Stage
- Managing Group Projects: Tips and Tools

Day Two
- Project Management: Planning, Implementation and Evaluation Stages
- Case Study: The Project Management Process
- Practice with Actual Cases
- Summary and Evaluation