



## **Building Leadership Skills: Developing and Leading Projects**

*Workshop Agenda*

*Winter 2006-2007*

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Instructor

An Infopeople Workshop

### **The Organizational Map: Leadership vs. Management vs. Task Perspectives**

- ◆ Why All Three Perspectives are Needed to Run and Complete Success Library Projects
- ◆ Why Time is of the Essence
- ◆ Leadership Skills: Risk Influence, Vision, and Character  
*Exercise #1 What contributes to project leadership success?*  
*Exercise #2 Leadership Approaches*

### **The Planning Project Model**

- ◆ Planning to Plan: Evaluating a Project
- ◆ Transparent Governance: Who Makes Decisions, What Decisions Do They Make, and How
- ◆ Creating a Timeline  
*Exercise#3 How well does your library support good project governance?*  
*Exercise#4 How do we plan for project success?*

### **Benchmarks for Success**

- ◆ Creating Descriptive Benchmarks: Outcomes Based on Physical Evidence and Observable Behavior
- ◆ Creating Measurable Benchmarks: Outcomes Based on Time, Money, and Quality
- ◆ Creating Strategic Benchmarks: Outcomes Based on Mission and Vision (The Better Future for the Staff, Library Users, Greater Institution, and Community)  
*Exercise #5 How do we use benchmarks to create criteria for project success?*  
*Exercise #6 How can we use the project triangle to communication expectations?*

**OVER**

## **Why Projects Fail**

- ◆ Project Readiness Scorecards: Improving Your Library's Project Success
- ◆ Twelve Reasons Projects Fail
- ◆ Practice the Effectiveness of the Ideas in this Class in Your Library
  - Exercise #7 What is your Project Readiness Score?*
  - Exercise #8 How can you prevent project failure?*

## **Summary and Evaluation**

*There will be two 15-minute breaks and an hour for lunch.*