



Digitization Project Management

Workshop Agenda

August 2005

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Instructor

An Infopeople Workshop

Strategic Planning

- ◆ Planning with a shared mission, vision and values
- ◆ Context of your project in the state and nation
- ◆ Identifying your shared user groups

Exercise #1: Explore Your Local Environments

Policy Setting

- ◆ Local library policies
- ◆ Collaborating for coherent resource sharing
- ◆ Playing well with others

Exercise #2: Setting Policies That Work

Project Implementation

- ◆ Workflow
- ◆ The importance of standard metadata
- ◆ Staffing and training

Exercise #3: Workflow and Teamwork

Managing Resources

- ◆ Outsourcing pros and cons
- ◆ Budgeting
- ◆ Funding for sustainability

Exercise #4: Create a Project Plan

Summary and Evaluation

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