

Exercise #4 Digitization Project Management

Create a Project Plan

Materials Required: Completed Exercise 3, Workflow and Teamwork
Local History Digital Resources Project (LHDRP) Manual

Independent work:

1. Using your work from Exercise 3: Workflow and Teamwork and the Model Timeline (See Handout "Excerpt from LHDRP Manual")
 - a. Create a weekly calendar for your local library for August, September, and October, 2005.
 - b. Indicate weekly goals or milestones.
 - c. Estimate the time it will take the staff member assigned to reach the milestones.
2. Write a paragraph explaining how you will communicate among the project team members; with other project teams in other libraries?
3. Write a paragraph explaining how progress will be reported outside of the library (i.e., meet the LSTA reporting requirements).

Group discussion:

Discuss your project plans with your group. List any ideas or useful suggestions you pick up during the conversation. Consider the following:

- Time dependencies: Do any of your steps require another library or vendor to finish one of their steps first?
- Finding efficiencies: Are there steps that are redundant across libraries?
- Can you help each other by sharing templates, report formats, etc.?
- Can you trade services to cut down on duplication?
- Are there any areas where a cross-library learning team or interest group may play a valuable role?