Adding Project Management Skills and Techniques to the Assessment Toolkit at Washington University Libraries

The Human Dimension of Project Management

Is your management style impacting your success as a project manager?

We discussed 5 profiles, so here’s the discussion:

1) Control Freak: Micromanaging
   - I need to do everything myself!
   - Make sure there are no mistakes.
   - I have to know exactly what’s happening.
   - I need control so I can eliminate all the work.
   - I want to be the one making decisions.
   - If something goes wrong, it’s my fault.
   - I can’t let the project manager get ahead of me.

2) Martyr: Sola and redness
   - I’m so busy.
   - I’m the one who does all the work.
   - I need to get everything done.
   - I’m the one who has to work hard.
   - I’m the one who has to work hard.
   - I’m the one who has to work hard.
   - I’m the one who has to work hard.

3) Consensus Seeker: No one’s perfect
   - We need to work together.
   - Everyone has their own strengths.
   - We need to work together.
   - Everyone has their own strengths.
   - We need to work together.
   - Everyone has their own strengths.

4) Bloodhound: Problem solving
   - How do we solve this problem?
   - We need to work together.
   - Everyone has their own strengths.
   - We need to work together.
   - Everyone has their own strengths.
   - We need to work together.

5) Micromanaging
   - I need to do everything myself!
   - Make sure there are no mistakes.
   - I have to know exactly what’s happening.
   - I need control so I can eliminate all the work.
   - I want to be the one making decisions.
   - If something goes wrong, it’s my fault.
   - I can’t let the project manager get ahead of me.

Objective #1: Create Project Management Training for Library Staff

1. Getting Started
2. Building the Team
3. Kick Off Meeting
4. Organizing the Work
5. Executing (Doing the Work!)
6. Tracking the Work
7. Identifying Problems and Risks
8. Wrapping Up and Reporting

Objective #2: Evaluate Project Management Tracking Software

- Gathered input from LISTSERVs and staff with PM experience
- Chose 5 software options to evaluate
- Established team to set up trials, review software
- Incorporated results into training, posted on Assessment LibGuide

<table>
<thead>
<tr>
<th>Software Tool</th>
<th>Microsoft Office (Outlook, Sharepoint)</th>
<th>Basecamp</th>
<th>Zoho Project</th>
<th>MS Project</th>
<th>Lucidchart</th>
</tr>
</thead>
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Objective #3: Create site for project management

Information

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