



BECOMING A LEADER IN YOUR LIBRARY – PART 1: THE FOUR STAGES OF PROJECT MANAGEMENT

A 90-MINUTE WEBINAR

Following a specific process throughout your project can help increase your chances of success.

STAGE ONE: _____ your project.

This stage should address the following questions, as well as others pertaining to your library:

1. Who will _____ from this project?
2. What _____ is being addressed?
 - How do you know this is a problem that needs to be solved?
 - What will happen if you do nothing?
3. What are the expected _____?
4. What is the _____ of the project?
5. What are the _____ needed?
 - _____
 - _____
 - _____

WHAT MIGHT YOU FOCUS ON FROM STAGE ONE?

STAGE TWO: _____ your project.

1. Once you've addressed all the issues of Stage One, this stage will enable you to set your project _____ with:
 - a) a _____
 - b) a _____
 - c) _____ needed
 - d) _____ and _____ plans

- e) any _____ you may face
- f) acknowledging _____ you've made
- g) a _____ list
- h) a _____ for each team member
- i) a specific _____ plan
- j) a plan for how _____ will be monitored

WHAT MIGHT YOU FOCUS ON FROM STAGE TWO?

STAGE THREE: _____ your project.

The success of this stage depends on your ability to answer the following questions:

- a) How will you _____ with implementation?
- b) How will you _____ progress?
 _____ progress?
 get _____ ?
- c) How will you handle _____ ?
- d) How will you assure _____ ?
- e) How will you make sure the _____ is effective?

WHAT MIGHT YOU FOCUS ON FROM STAGE THREE?

STAGE FOUR: _____.

- a) How _____ did you meet objectives?
- b) What areas for _____ are evident?
- c) What did you learn _____ ?

WHAT MIGHT YOU FOCUS ON FROM STAGE FOUR?
