

# The Project That Hurts Your Head: Simple Project Management for the Innovating Law Librarian

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## Take a deep breath and be confident that you can do this.

- Seriously! Positive self-talk is good for you.

## Define your project

- Ask questions
- DRAFT a project charter

## Plan your project

- Break down the work
- Schedule the work

## Implement your plan

- Manage team issues
- Monitor scope creep
- Communicate with stakeholders

## Close out your project

- Postmortem
- Celebrate!

**Project Name:** \_\_\_\_\_

**Project Charter**

Reason for the Project: *what business need, opportunity or problem does the project address?*

Goal/Outcome: *what final service, product or result will be delivered at the end of the project?*

Scope: *what are the absolute requirements for a successful project? What things should be specifically excluded as out-of-scope?*

Key Milestones & Deliverables:

Milestone/Deliverable	Due Date

Budget Considerations: *in general terms, to be refined later*

Known Limitations: *people, time, money, etc.*

Known Risks: *what could go wrong and impact the project?*

Organizational Structure

- Key Stakeholders: *who will be impacted and has a strong interest in the project?*
- Team Members: *can describe by name or function/role*

Communications: *who needs to know what's going on: why, what, when, how*

Approval Documentation:

**Project Goal/Outcome:**

**Deliverable:**

**Due Date:**

**Activity:** \_\_\_\_\_

<b>Task</b>	<b>Time</b>	<b>Cost</b>

<b>Sub-Task</b>	<b>Time</b>	<b>Cost</b>

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Project Goal/Outcome:

