7-17-2018

Setting Priorities, Meeting Deadlines, and Managing Projects for Law Librarians

Thomas J. Striepe
University of Georgia School of Law, tstriepe@uga.edu

Deborah Schander
Vanderbilt University Law School

George Taoultsides
Harvard Law School

Austin Williams
North Carolina Central University School of Law

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I3: Setting Priorities, Meeting Deadlines, and Managing Projects for Law Librarians

Austin Williams – Coordinator/Speaker
George Taoultsides – Speaker
Thomas J. Striepe - Speaker
Deborah Schander – Speaker
Polling Software

• Google: Socrative Student Login
  • https://b.socrative.com/login/student/
  • Room 12B6
Two Questions

1. What prevents you from getting the “important stuff” done?

2. What tools do you use to manage projects, priorities, and deadlines?
Presenters

Austin Martin Williams
Assistant Law Library Director
NCCU School of Law

Thomas J. Striepe
Associate Director for Research Services
University of Georgia School of Law

Deborah Schander
Associate Director of the Law Library
Vanderbilt Law School

George Taoultsides
Manager, Faculty Research and Scholarly Support Services
Harvard Law School
GOAL
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Agile Project Management
AND YOU
(An Afternoon Special)

George Taoultsides
Manager, Faculty Research and scholarly support
Harvard Law school Library

#AALL18
Plan  Collaborate  Deliver

Daily Review

Feedback

Agile Project Management: Iteration
Manifesto for Agile Software Development

We are uncovering better ways of developing software by doing it and helping others do it. Through this work we have come to value:

- Individuals and interactions over processes and tools
- Working software over comprehensive documentation
- Customer collaboration over contract negotiation
- Responding to change over following a plan

That is, while there is value in the items on the right, we value the items on the left more.
ANTONY GORMLEY
BLIND LIGHT
THE HAYWARD
17 MAY - 19 AUGUST 2007

#AALL18
The Project Skinny

• The need
  – Problems or opportunities

• One sentence summary
  – The [name of team] will [build, develop, design, implement, etc.] a [name of deliverable] for [primary customer.]

• Tangible deliverables
The Project Charter

- **The Why**
  - Projects must support the company’s goals.

- **WOW! FACTOR**
  - What makes this project new, exciting, meaningful, life changing, worthwhile, revolutionary, etc.?

- **Project priorities**
  - Scope, schedule, cost, quality, team satisfaction, stakeholder satisfaction, roi

- **PROJECT BOUNDARIES: out of scope**
  - (List activities related to the project at hand, but which will either not be included at all, or will be undertaken by other project teams or by a future phase of this project.)

- **PROJECT IMPERATIVES**
  - (Metrics the project must meet to succeed. If not, project fails. Make sure you choose metrics for which you have a current baseline and you know how to take the measurement.)

- **THE VISION**
  - Describe the desired future state in the present tense, as though it has already happened. Make sure your Vision Statement is short, simple, and inspiring.

- **Core team and roles**

- **Stakeholders and crucial stakeholders (how will the project impact that stakeholder?)**

- **Features**
Work Breakdown Structure

- **Level one**
  - Faculty Services Pamphlet

- **Level two and level three**
  - Project Management
    - Schedule plan
    - Communication plan
    - Time commitment plan
    - Staff commitment plan
  - Physical Paper Pamphlet
    - Timeframe for printing plan
    - Media deliverable (usb, web document, etc)
  - Text and descriptions of faculty services
    - Timeframe to write report
    - Style plan
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Release Schedule

- Release 1
  - Research Assistance
  - Document Delivery
  - Academic Technology
  - Empirical Research
  - Collection Development
  - Special Collections
  - Digital group

- Release 2 - Targeted Faculty
  - Tenured Faculty

- Release 3 - Targeted Faculty
  - Visiting Faculty
As a faculty member, I want to make sure that my published books are preserved in the library.

As a faculty member, I want access to old documents so that I can use them in my research papers.

As a faculty member, I want to be taught how to use Canvas, so that I can help students with their questions on using the system.

As a faculty member, I want help writing case studies, so that I can better engage with my students.

As a faculty member, I want to better use academic technology so that students will be more engaged inside and outside of class.

As a faculty member, I want to use Perma.cc for the web links for my articles so that those links are never lost.

As a faculty member, I want to give my family members access to library services.

As a faculty member, I want to be able to get empirical research help to help me write articles using empirical data.

As a faculty member, I want to learn about the H20 project to help me create online casebooks.

As a faculty member, I want to be able to find documents related to my research so that I can be well informed on particular topics.

As a faculty member researching foreign topics, I want to be able to get hard to find books and articles to assist me in my research.

As a faculty member, I want to purchase materials for the library so that I can have easier access to them for my research.
1. Attain customer satisfaction through continuous improvement of service
2. Don’t be afraid to make changes
3. Deliver working solutions, with a preference to the shorter timescale
4. Employees and management must work together
5. Build projects around motivated individuals
6. Face-to-face interactions are the most efficient & effective modes of communication
7. Working solutions are the primary measure of progress
8. Agile processes promote sustainable services
9. Continuous attention to excellence and good design enhances agility
10. Simplicity is essential
11. The best solutions emerge from self-organizing teams
12. Inspect & Adapt

Adapted from: The 12 Basic Principles of Agile Project Management
https://blog.hubspot.com/agency/basic-principles-agile-project-management
Last Thoughts

• Agile, Scrum, Lean Development, Kanban
• Harvard business review
• Book
  – Scrum: The art of doing twice the work in half the time
• Coursera
  – Agile Development Specialization
Managing Faculty Projects

• Prior to Assigning
  – Purpose of project
  – Deliverables
  – Necessary staff/students
  – Assess training

#AALL18
Managing Faculty Projects

• Assignment
  – Context
  – Objective
  – Scope
  – Specifics
  • Timeline, format, databases, responsibilities
Managing Faculty Projects

- Monitoring
  Built into the assignment
- Assessment
  - Project
  - Post-training
Managing Faculty Projects

- Prioritizing
  - No choice
  - Stakeholder, time & staffing based prioritization
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<td>Chris - Wally Research Project</td>
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<td>Nathan</td>
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Completing Projects With Limited Personnel

Deborah Schander, Associate Director
Vanderbilt University, Massey Law Library
Determine Priorities
Put It In Writing

step 1: generate text!!
Work Together
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Monitor Stress Levels

#AALL18
Tips for Individuals
Tool: One-on-Ones
Self Imposed Deadlines

Austin Williams
1. Assign a due date

2. Identify individual tasks

3. Who, What, When
Turn Goals & Ideas Into Deliverables

Tuesday’s Goal

Prepare Class Presentation
Who, What, When

Goal
• Weed looseleaf collection
• By 11/30

Breakdown & Who, What, When
• DS will create a list of looseleafs by 7/30.
• GT will compare to online holdings by 8/30.
• AW will provide recommendations by 9/30.
• TS will remove from catalog on 10/30.
• DS, GT, AW, and TS will remove from shelves and recycle by 11/30.
Considerations

• Plan on a Yearly, Monthly, and Weekly basis

• Build some slack in your schedule

• Missing a deadline
  – Group – communicate
  – Individual – regroup with time to spare
My Tools

- Major Due Dates
- Deliverable Due Dates
- Reminders & Reoccurring Activities
- Zero Inbox

- 15 tasks a week
- 5 tasks a day
**In Summary**

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<td>– Agile = better patron service</td>
<td>– Trello</td>
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<td>– Multiple requests</td>
<td>– KanbanFlow</td>
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<td>– Limited staff</td>
<td>– One-On-Ones</td>
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<tr>
<td>– Results &amp; goals</td>
<td>– Outlook</td>
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#AALL18
Discussion
Thank you

Deborah Schander
deborah.e.schander@vanderbilt.edu

T.J. Striepe
tstripe@uga.edu

George Taoultisides
gtaoultisides@law.harvard.edu

Austin Martin Williams
awill230@nccu.edu