The Project Management Communications Toolkit Artech House Project Management Library

Project Management for LibrariesProject Management in the Library WorkplaceProject Management in Libraries, Archives and MuseumsProject Management in LibrariesHandbook of Research on Knowledge and Organization Systems in Library and Information ScienceCommunication and TeamworkWeb Project Management for Academic LibrariesWeb Project Management for Academic LibrariesLibrarian's Handbook for Seeking, Writing, and Managing GrantsGood Small Business Guide 2010Project Management for Library and Information Service ProfessionalsGood Small Business Guide 2010Customer Success with Microsoft Dynamics Sure StepGood Small Business Guide 2012Transforming Acquisitions and Collection ServicesThe No-Nonsense Guide to Project ManagementAcademic Library ManagementProject ManagementThe Library JournalLibrary Currents Robin A. Buser Alice Daugherty Julie Carpenter Carly Wiggins Searcy Holland, Barbara Jane Hali R. Keeler Jody Condit Fagan Jody Condit Fagan Sylvia D. Hall-Ellis Bloomsbury Publishing Kirsten Black A & C BLACK Chandru Shankar Bloomsbury Publishing Michelle Flinchbaugh Barbara Allan Maurice Bernard Line Barbara Allan

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library work often involves coordinating projects with many tasks and many stakeholders where cost and time limitations can be seen as opportunities effective project management is worth learning this book provides library staffers at every level whether in public academic school or special libraries with the basic tools of project management so that they can gain confidence and an expectation of success part i covers the terminology the philosophy the resource management and the return on investment of project management part ii introduces the basics of the methodology designed by the project management institute part iii discusses practical techniques for specific types of library projects gives an introduction to agile management features success stories in library project management and describes available software the book includes many examples of project management instructors considering this book for use in a course may request an examination copy here

this volume of advances in library administration and organization attempts to put project management into the toolboxes of library administrators through overviews of concepts analyses of experiences and forecasts for the use of project management within the profession

aimed at practitioners and managers this practical handbook provides a source of guidance on project management techniques for the academic and cultural heritage sectors focusing on managing projects involving public sector and other external partners issues under consideration and illustration include different approaches to managing projects and how to select appropriate methods using project management tools and other applications in project development and implementation ensuring the sustainability of project outcomes and transferability into practice realistic monitoring methodologies and specification and commissioning evaluation work that has real value written by an experienced project manager it addresses project management realities rather than theory deconstructs the traditional project cycle model to address different project approaches takes into account the government and local government context especially operational procedures and accountability

a recent study showed that only 53 percent of projects come in on budget and only 49 percent on schedule so what does it take to be an on budget on time finisher

successful project management may seem like a quixotic pursuit but it doesn t have to be

due to changes in the learning and research environment changes in the behavior of library users and unique global disruptions such as the covid 19 pandemic libraries have had to adapt and evolve to remain up to date and responsive to their users thus libraries are adding new digital resources and services while maintaining most of the old traditional resources and services new areas of research and inquiry in the field of library and information science explore the applications of machine learning artificial intelligence and other technologies to better serve and expand the library community the handbook of research on knowledge and organization systems in library and information science examines new technologies and systems and their application and adoption within libraries this handbook provides a global perspective on current and future trends concerning library and information science covering topics such as machine learning library management icts blockchain technology social media and augmented reality this book is essential for librarians library directors library technicians media specialists data specialists catalogers information resource officers administrators it consultants and specialists academicians and students

support staff in all types of libraries must work together in a variety of situations this is both a textbook and on the job manual covering the skills and behaviors necessary for effective teamwork and communication trained library support staff should know the basic concepts of interpersonal relations customer service teamwork and communication the range and diversity of staff in today s library requires that support staff understand and implement these basic principles the chapters of this book are carefully and purposefully aligned with the new american library association library support staff certification lssc competency standards for communication and teamwork each chapter begins with the lssc competencies that are to be addressed a help to instructors who use this book as a teaching text this is followed by a list of topics that will be covered as well as a glossary of key terms chapters are then broken into easily readable sections that relate back to the key terms no other book is available that uses the ala lssc standards as the focus for teaching through practical examples how library support staff can effectively use them on the job other books on this topic are written at a level that is aimed for professional librarians and not support staff however 85 of library support staff do not hold professional degrees written in clear language this book will help library support staff become effective public service personnel

managing the process of building and maintaining an effective library website can be as challenging as designing the product itself project management for academic libraries outlines the best practices for managing successful projects related to the academic library website the book is a collection of practical real world solutions to help web project managers plan engage stakeholders and lead organizations through change topics covered include the definition and responsibilities of a web project manager necessary roles for the project team effective communication practices designing project workflow executing the project and usability testing and quality control the techniques recommended are drawn from the experiences of the authors and from library and project management literature the book is an essential text for library staff working as project managers or on web teams library administrators library school faculty and students and web consultants working with libraries field tested web project management guidance grounded in the literature of librarianship project management and web development consideration of the special needs of academic libraries practical step by step guidance for novices and experts in libraries of all sizes

managing the process of building and maintaining an effective library website can be as challenging as designing the product itself project management for academic libraries outlines best practices for managing successful projects related to the academic library website this is a book of practical real world solutions to help web project managers and their teams plan engage stakeholders and lead organizations through change topics covered include the definition and responsibilities of a web project manager necessary roles for the project team effective communication practices designing project workflow executing the project and usability testing and quality control the techniques recommended in this book are drawn from the experiences of the authors and from library and project management literature this book is an essential text not only for library staff working as project managers or on web teams but also library administrators library school faculty and students and web consultants working with libraries

learn the dynamics of the grant seeking process including proposal writing and grant management for public school and academic librarians a comprehensive book that covers the full spectrum of the grant process librarian s handbook for seeking writing and managing grants is designed to provide all the information necessary for librarians and educators to become effective members of grant development and management teams written in an easy to understand succinct format it will be invaluable

even for those with little or no background knowledge and regardless of the size or type of library or information center recognizing that grants are developed through a sequential process the volume focuses on the fundamental components of grant planning grant writing and grant management readers will learn to identify potential federal and state funding sources organize and manage the proposal development process do research and establish and encourage participation on local development teams they will also learn about specific aspects of grant management such as budget and finance monitoring hiring research compliance and policies sub agreements and partnership forms and reporting requirements

packed with essential advice and completely updated for this fourth edition the good small business guide features over 140 easy to read articles even more viewpoints from people who ve been there and done it an extensive information directory and a quiz for all budding entrepreneurs the good small business guide offers help on all aspects of starting running and growing a small business including planning setting up or acquiring a business getting to grips with figures marketing selling online and managing yourself and others the good small business guide 2010 is now endorsed by the federation of small businesses fsb which with over a quarter of a million members is the uk s largest organisation for small businesses

this publication shows readers how to organize and effectively manage research projects in the lis profession it provides a guide with the necessary checklists and strategies

everything the entrepreneur needs to know whether just starting out or growing an established business

customer success with microsoft dynamics sure step is a focused tutorial of microsoft dynamics solution envisioning and delivery rather than a step by step guide into project management it will equip you with the tactics required to plan align and orchestrate your solution selling activities as well as help you to be efficient proactive goal driven and flexible in your microsoft dynamics engagements if you are involved in one or more of the roles stated below then this book is for you if you are a project manager engagement manager solution architect or consultant involved in delivering microsoft dynamics solutions this book will teach you how you can improve the

quality of your implementation with a consistent repeatable process if you are a customer project manager subject matter expert key user or end user involved in selecting the right business solution for your organization and delivering the microsoft dynamics solution this book will help you determine how the method facilitates the delivery of a solution that is aligned to your vision if you are a sales executive services sales executive technical sales specialist pre sales consultant or engagement manager involved in the sales of microsoft dynamics solutions this book will help you to understand how you can accelerate your sales cycle and bring it to a close if you are the customer decision maker cxo buyer or project manager who participates in the selection process for your business solution needs this book will show you how to determine how this process can help your due diligence exercise and set the stage for a quality implementation of the solution if you are a change management expert this book will enable you to learn how you can help the customer manage organizational change during the business solution delivery process and or help solution providers adopt a process for selling and delivering solutions

fully updated for this 6th annual edition the good small business guide 2012 is packed with essential advice for small business owners or budding entrepreneurs offering help on all aspects of starting running and growing a small business including planning setting up or acquiring a business getting to grips with figures marketing selling online and managing yourself and others containing over 140 easy to read articles brand new viewpoints from people who ve been there and done it and lived to tell the tale and an extensive information directory this fully updated guide offers help on all aspects of starting and growing a small business

this book explores ways in which libraries can reach new levels of service quality and efficiency while minimizing cost by collaborating in acquisitions in consortial acquisitions a number of libraries work together usually in an existing library consortia to leverage size to support acquisitions in each individual library in cross functional acquisitions acquisitions collaborates to support other library functions for the library acquisitions manager technical services manager or the library director awareness of different options for effective consortial and cross functional acquisitions allows for the optimization of staff and resources to reach goals this work presents those options in the form of case studies as well as useful analysis of the benefits and challenges of each by supporting each other s acquisitions services in a consortium libraries leverage size to get better prices and share systems and expertise to maximize resources while minimizing costs within libraries the acquisitions function can be

combined with other library functions in a unit with more than one purpose or acquisitions can develop a close working relationship with another unit to support their work this book surveys practice at different libraries and at different library consortia and presents a detailed description and analysis of a variety of practices for how acquisitions units support each other within a consortium and how they work with other library units specifically collection management cataloging interlibrary loan and the digital repository in the form of case studies a final section of the book covers fundamentals of collaboration

this book provides a no nonsense guide to project management which will enable library and information professionals to lead or take part in a wide range of projects from large scale multi organization complex projects through to relatively simple local ones barbara allan has fully revised and updated her classic 2004 title project management to incorporate considerable developments during the past decade including the development and wide scale acceptance of formal project management methodologies the use of social media to communicate and disseminate information about projects and the large shift in the types of project library and information workers may be involved in the text is supported by practical case studies drawn from a wide range of lis organizations at local regional national and international levels these examples provide an insight into good practice for the practitioner from an individual working in a voluntary organization on an extremely limited budget to someone involved in an international project content covered includes an introduction to project management project workers and the library and information professiondifferent approaches to project management the project cycle the people side of projects and management of changediscussion of project methodologies project management software open source software collaborative working software and use of social mediaproject initiation communication analysis and project briefsdeveloping project infra structure scheduling working out the finances and carrying out a detailed risk analysisworking in partnerships in diverse and virtual teams and managing change if you are an lis professional involved in project work of any kind whether on a managerial practical academic or research level this is an invaluable resource for you

a collection of over 30 papers covering all aspects of academic librarianship from the management angle topics discussed range from the functions and objectives of academic libraries of different kinds to the management of cataloguing the acquisition of books and journals and marketing

are you involved in project work such as implementing it systems setting up a website or conducting a customer survey or involved in work on local regional national or international projects do you find that you are working under a wide range of pressures and need to develop new skills and ways of working in order to successfully manage your project as well as your main work role if you answered yes to one or more of the above you could use this book it offers in depth guidance on project management in lis it explores tried and tested methods and techniques for managing projects including paper based approaches and the use of project management software the text is supported by practical case studies drawn from a wide range of lis organizations at local regional national and international levels these examples provide an insight into good practice for the practitioner from an individual working in a voluntary organization on an extremely limited budget to someone involved in an international project contents include the context of library and information projects the project manager the project worker the project life cycle the money side of projects the people side of projects working with diverse project teams management of change disseminating good practice using ict to support the project legal issues readership if you are an lis professional involved in project work of any kind whether on a managerial practical academic or research level this is an invaluable resource for you

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