



Association of Research Libraries Program

Library Project Management

Date

February 27—28, 2007

Time

9:00 a.m.—4:00 p.m.

(Registration begins at 8:30 a.m.
There is no entry to the Library of
Congress prior to 8:30 a.m.)

Place

The Library of Congress
Madison Building
Mumford Room, 6th Floor
101 Independence Avenue, S.E.
Washington, DC

Metro

Capitol South
(Orange/Blue Lines)

Sponsor

FLICC Education Working
Group/Association of Research
Libraries

Information

Call FLICC (202) 707-4813
TTY (202) 707-4995
Request ADA Accommodations
five business days in advance
at ADA@loc.gov.

Cancellations

Make cancellations 48 hours
prior to the start of an event or
the full fee will be charged.

Registration

\$490 for FT Accounts/
\$515 all others. Register online
at <http://www.loc.gov/flicc/feveform.html>.

One of the most common challenges in organizations is making sure that planning translates into timely and effective outcomes. This two-day workshop from the Association of Research Libraries focuses on moving from problem identification and definition through action planning and evaluation. Featuring an integrated problem-solving model, participants will have intensive practice with tools such as Gantt Charts, PERT and the Critical Path Method (CPM). In addition to learning to choose and prioritize projects effectively, participants will gain the following competencies to keep projects on track and on budget:

- planning and carrying out complex assignments
- balancing tasks and relationships
- thinking creatively and applying project management tools to attain desired outcomes.

AGENDA

Designed for teams, leaders, administrators and managers, the two-day agenda features a thorough and hands-on approach.

Day One

- Project Management Overview: Scenario Analysis
- Introduction to the Project Management Model
- Project Management: Definition Stage
- Managing Group Projects: Tips and Tools

Day Two

- Project Management: Planning, Implementation and Evaluation Stages
- Case Study: The Project Management Process
- Practice with Actual Cases
- Summary and Evaluation