



**Publicly posted project plans:
A taste of project management to better support cross
functional projects in a large academic library**

**Wilhelmina Randtke, Head of Libraries Technologies and Systems,
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American Library Association Core Project Management Interest Group Session, Virtual, July 11, 2024

Abstract

The Georgia Southern University Libraries Technologies and Systems Department provides core infrastructure underlying a large academic library with 64 employees, not counting student workers, spread across two cities. Most departments work within a single area of librarianship. Meanwhile the Libraries Technologies and Systems department supports many projects which impact multiple departments, including online services like the ILS configuration, interlibrary loan service, and the website. This presentation will describe use of project plans to coordinate communication about projects between people working in different departments, units, and roles and to keep things easy to follow for management. This will be presented in the context of some recent projects as examples, a server upgrade for the ILLiad interlibrary loan services, and a project to set up permissions in the ILS for emeritus faculty.

Background

Georgia Southern University Libraries

- GSU is classified as an R2 Carnegie institution, offering doctoral degrees with high levels of research activity.
- The main campus is in Statesboro, with a second location in Savannah and a third at the Liberty Center at Fort Stewart.
- GSU has 708 Tenured and Tenure track faculty members.
- The University Libraries have 64 employees, including all non-student employee roles.
- As of Fall 2023, enrollment was 26,488 over three campus locations.

Project Plan

- Project plans at the libraries slant towards less formal/detailed.
 - “Project plans and documents demonstrate that the level of planning is appropriate for the project.” (PMBOK Guide, 2021).
 - “Simplicity--the art of maximizing the amount of work not done--is essential.” (Agile Alliance, 2001).
- The main reason for the project plan at the GS Libraries is internal communication.
 - “The primary uses of the project plan are to document planning assumptions and decisions, facilitate communication among project stakeholders, and document approved scope, cost, and schedule baselines. A project plan may be summarized or detailed.” (PMBOK Guide, 2000).

Easy to Find

The project plan can be linked from the intranet, get linked in emails, and get pulled up during meetings or conversations.



University Libraries / Staff Intranet / Intranet: Systems / C

Intranet: Systems

**Contacting Libraries
Technologies and Systems**

**Technology Funding -
Libraries-wide Requests**

**Current Ongoing Projects
with ITS / within Systems**

How to Contact

- Office
 - Permanent
 - Temporary
 - Statesb
 - entranc
- Phone

ILLiad: Changing from separate login to SAML
Modernizing the PA System in Henderson Library
Installing wall mounted screens in all study rooms
Windows 10 End-of-Life Planning
2024 Jan - Dec: Google Shared Drive migration
2024 Summer: Getting equipment prices into Alma

Parts

Executive summary (for big picture conversation and approvals):

- Roles (project participants and roles)
- Background

Details (for team members and closeout documentation):

- Steps
- Log
- Possibly additional closeout information, if needed.

Project Plan:

Emeriti Faculty user group in the ILS

Sorting Emeritus Faculty

Summer 2024

[Roles:](#)

[Background:](#)

[Steps:](#)

[Log:](#)

[Report:](#)

[Unusual Accounts](#)

[Name Errors](#)

[Part-Time Retired Faculty](#)

[Alma Behavior](#)

[Other Alumni](#)

[Roles:](#)

Project Plan:

ILLiad Server Upgrade

ILLiad server upgrade, May 26, 2023:
Upgrading from ILLiad version 9.1.5 to
version 9.2.2

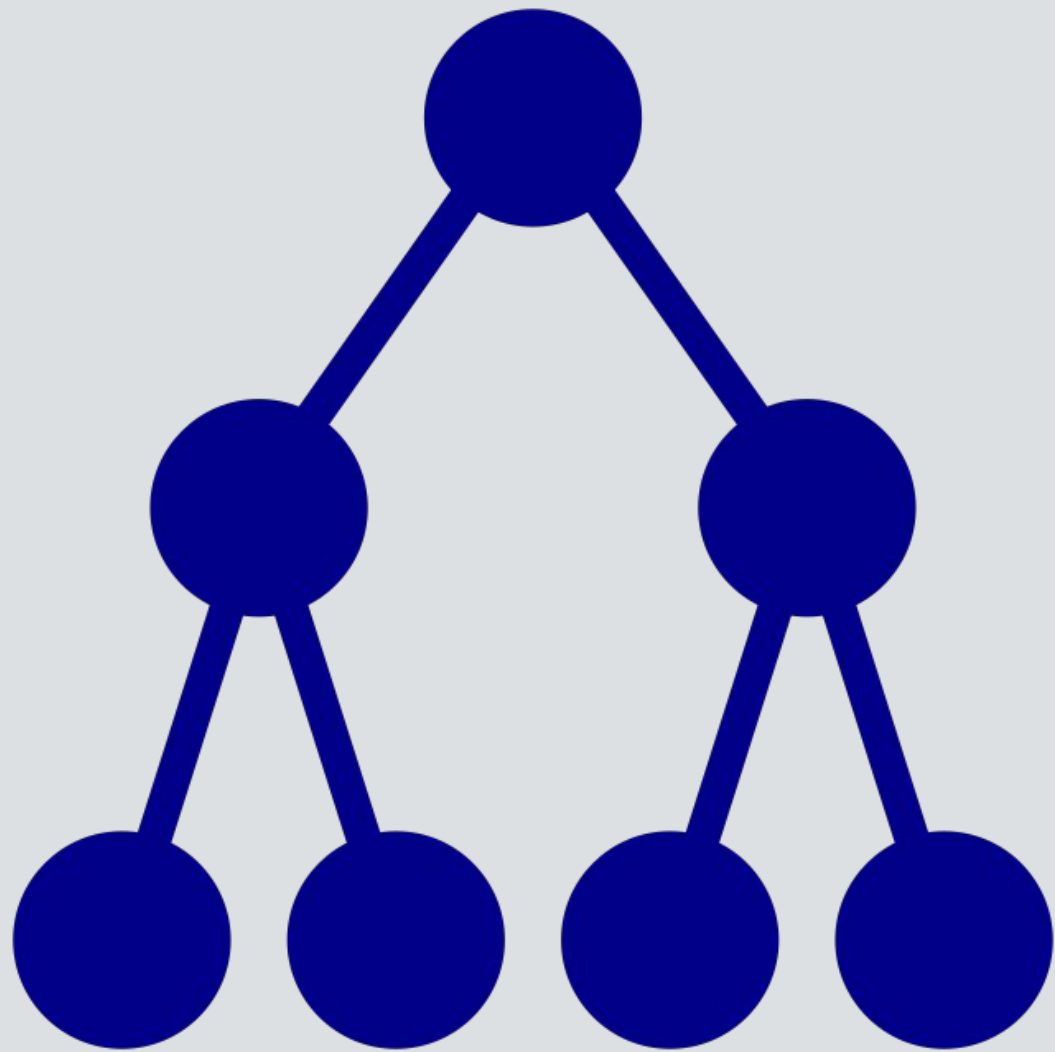
[Upgrade Team Roles:](#)

[Background:](#)

[Upgrade steps:](#)

[Upgrade log, May 26, 2023 upgrade:](#)

Upgrade Team Roles:



Sources

- Project Management Institute (2000). A guide to the project management body of knowledge (PMBOK guide) (1st ed.).
- Project Management Institute (2021). The standard for project management and a guide to the project management body of knowledge (PMBOK guide) (7th ed.).
- Agile Alliance, Beck, K., Beedle, M., van Bennekum, A., Cockburn, A., Cunningham, W., Fowler, M., Grenning, J., Highsmith, J., Hunt, A., Jeffries, R., Kern, J., Marick, B., Martin, R.C., Mellor, S., Schwaber, K., Sutherland, J., Thomas, D. (2001). Principles behind the Agile Manifesto. <https://agilemanifesto.org/principles.html>



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