

Library Projects

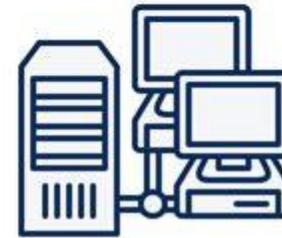
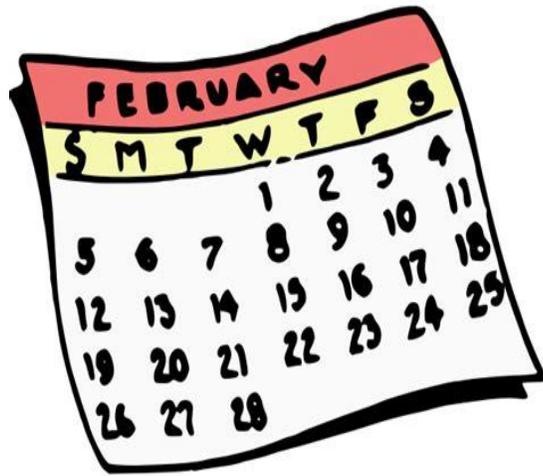
How Focusing on *Mission and Scope*
Contributes to Project Success

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Attributes of a Library Project

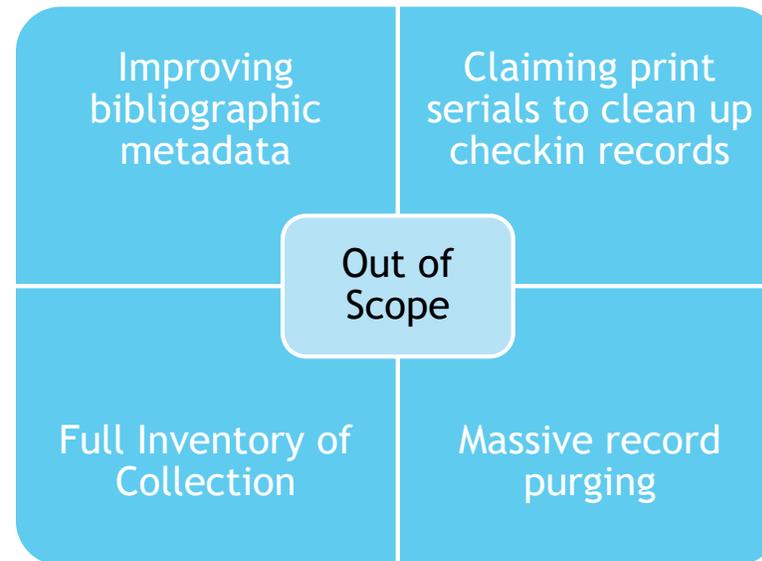
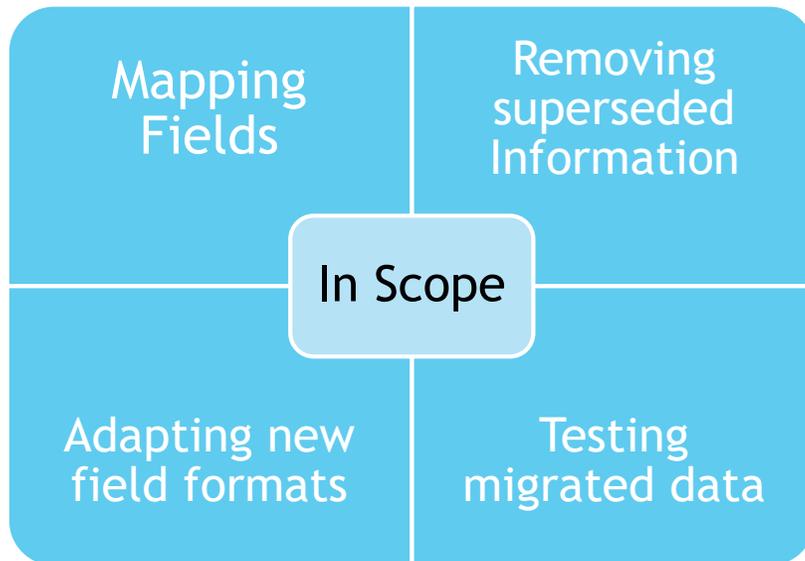
- ▶ Typically expected to have an ending (not ongoing).
- ▶ Often include a mix of stakeholders (those impacted by the project's outcome) and participants (those helping with the project). Sometimes these are one and the same.
- ▶ Will be driven by a **mission**, which outlines the reason(s) for doing the project, as well as **scope**, which provides the details for how the project will be done.
- ▶ Usually managed by a person or group with authority over resources to accomplish the mission.
- ▶ These resources may be finite and specific to the project.
- ▶ May require reporting on progress by project manager(s).

What is project scope?



Examples of project mission and scope

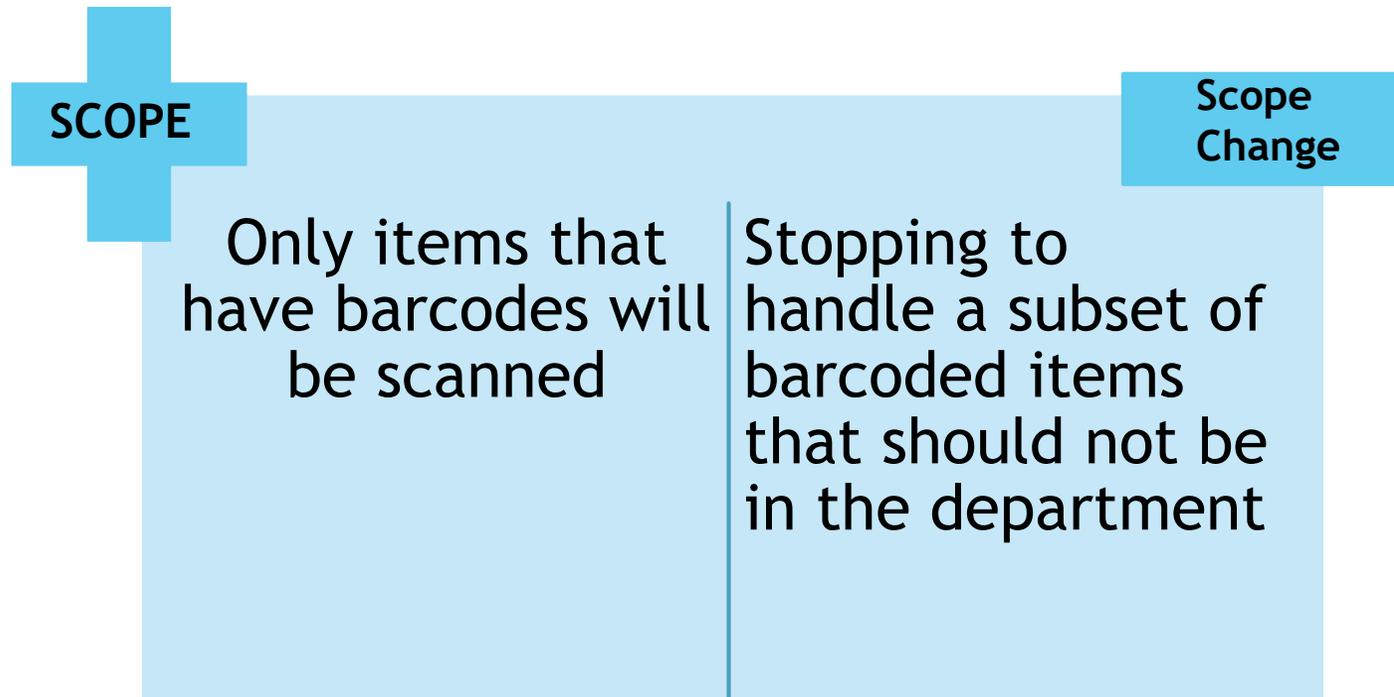
- ▶ **Mission of a very large project** - Platform migration to improve resource discoverability



(The sneaky “scope issue” within projects - not all scope change is BAD, but any scope changes can lead to disruption or delays.)

Examples of project mission and scope

- ▶ **Mission of a medium/small project** - Inventorying all barcoded items scattered throughout the tech services area to make sure they have appropriate current statuses (ex. binding prep, mending, librarian review, etc.)



The effect(s) of scope change

- ▶ Scope changes can impact deadlines, funding, staffing, and services.
- ▶ Scope change impacts are NOT ALWAYS BAD.
- ▶ “BAD IMPACTS” from scope change are generally referred to as **scope creep**.
- ▶ Keeping the focus on mission and scope throughout the project tends to reduce the amount of scope change/creep, but scope changes can be very difficult to avoid in most projects.



Five tips for communicating and maintaining the mission and scope of library projects

- ▶ Strategic communication to regularly highlight mission and scope
- ▶ Planned updates to/from participants
- ▶ Consistent approach to library projects
- ▶ Progress reports delivered regularly to stakeholders
- ▶ Post-mortem on impact of scope changes to project mission

Thank you!

The background features abstract, overlapping geometric shapes in various shades of blue, ranging from light sky blue to deep navy blue. These shapes are primarily located on the right side of the frame, creating a modern, layered effect against the white background.

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