

# Library Projects

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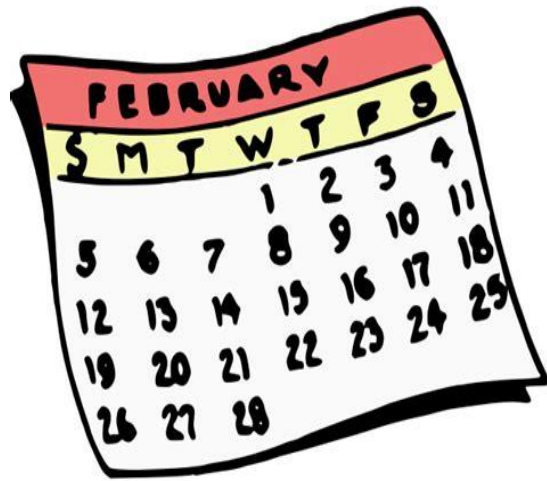
How Focusing on Mission and Scope  
Contributes to Project Success

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# Attributes of a Library Project

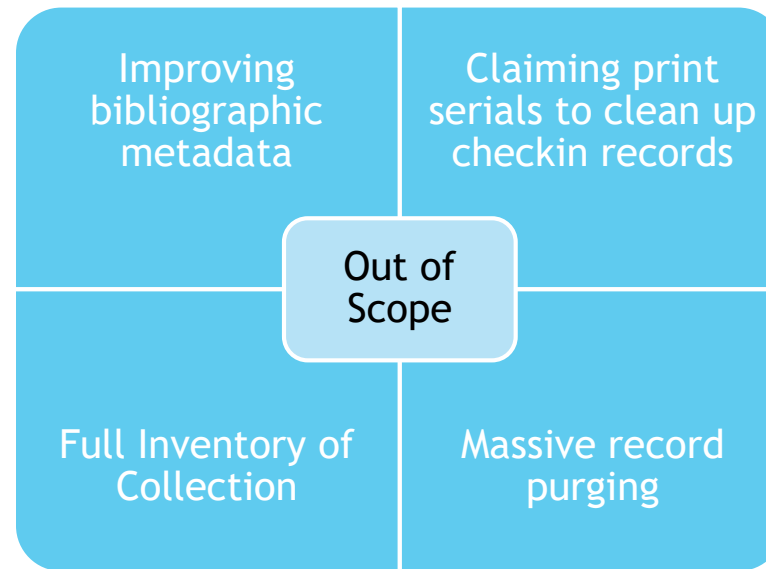
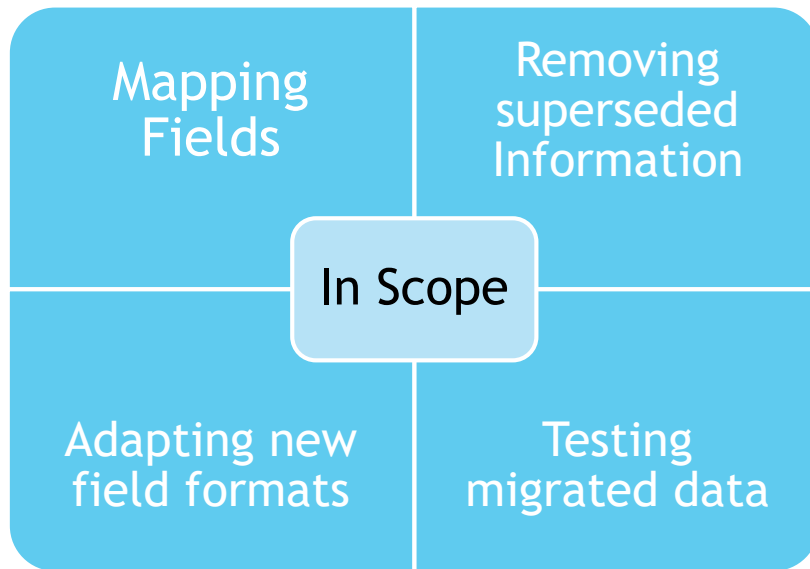
- ▶ Typically expected to have an ending (not ongoing).
- ▶ Often include a mix of stakeholders (those impacted by the project's outcome) and participants (those helping with the project). Sometimes these are one and the same.
- ▶ Will be driven by a **mission**, which outlines the reason(s) for doing 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

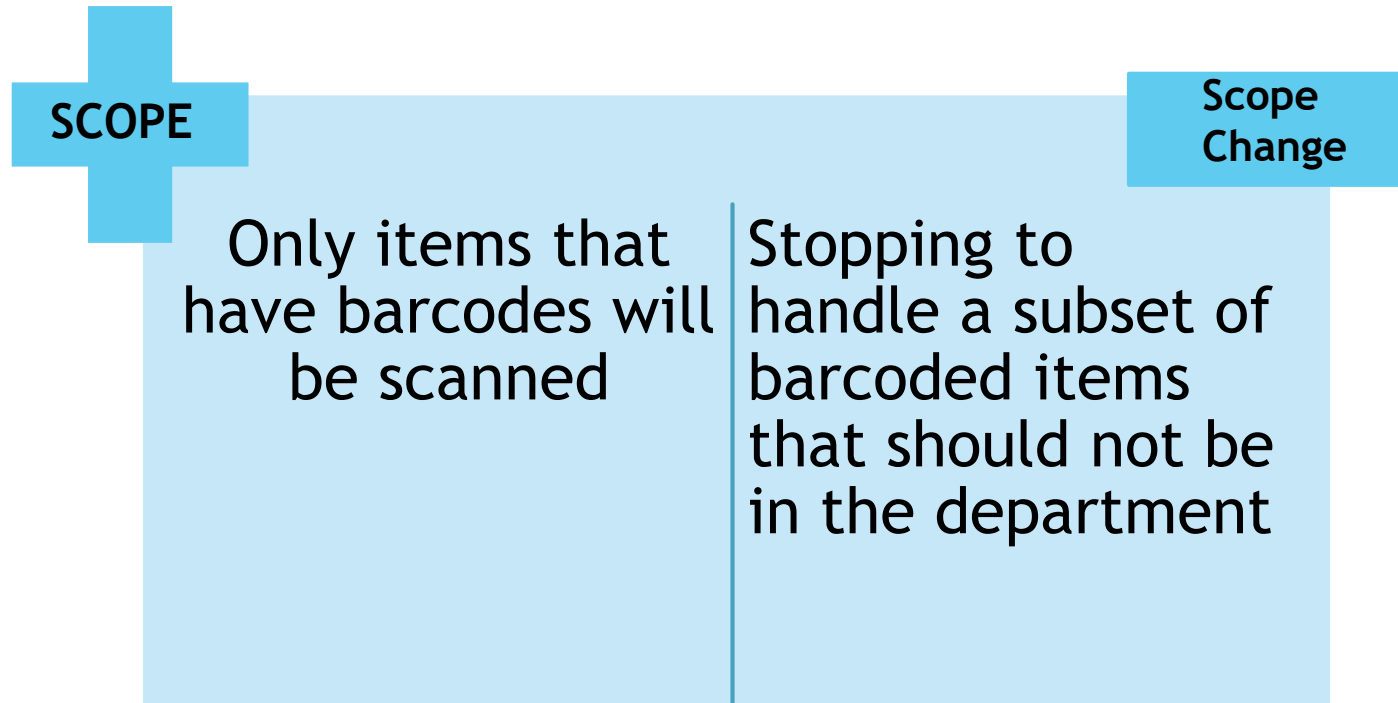
- ▶ **Mission of a very large project** - Platform migration to improve resource discoverability



(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!



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