How Many Plates Can You Successfully Keep In The Air?

Keeping an eye on the big picture while pulling the pieces together
Important Characteristics

Conductor Zur
LEADERSHIP

MOTIVATION

EMPOWERMENT

http://dictionary.reference.com
What Are the Plates You Need to Juggle?

- Communication
- Planning
- Team Building
- Collaboration
- Evaluation
1. the act
2. the interchange of information
3. Something transmitted
4. A document imparting information

http://dictionary.reference.com
1. to arrange
2. to make plans
3. to draw

http://dictionary.reference.com
1. Activities designed for improving team performance
2. Ensure self-development, positive communication, leadership skills, and the ability to work closely to problem-solve

http://en.wikipedia.org/wiki/Team_building
COLLABORATION

1. the act
2. Working together to achieve a common goal

http://dictionary.reference.com
1. the act
2. Did you meet the outcomes /objectives?

http://dictionary.reference.com
Idaho Commission for Libraries  Project Timeline
http://www.shapingoutcomes.org/
STRUCTURE
PLAN & COMMUNICATE
Target Audience ~ Outputs ~ Outcomes ~ SWOT ~ SMARTER Goals

BUILD TEAM & FLEX
Resources: Human ~ Money ~ Tools

COLLABORATION
Identify Tasks ~ Delegate
Tracking Tools ~ Team Development

Milestones
Celebration

EVALUATION & FOLLOW-UP

http://www.facebook.com/pages/Grant-Wrangler/124853238523


http://www.scholastic.com/librarians/programs/grants.htm

http://librarygrants.blogspot.com/
Planning and Tracking Tools

Excel: [Project Checklist](http://www.wikispaces.com)

Wikispaces: [http://www.wikispaces.com](http://www.wikispaces.com)

PBWorks: [http://pbworks.com](http://pbworks.com)

**STRUCTURE**

**PLAN & COMMUNICATE**
- Target Audience
- Outputs
- Outcomes
- SWOT
- SMARTER Goals

**TEAM BUILD & FLEX**
- Resources: Human ~ Money ~ Tools
- Budgeting Resources

**COLLABORATION**
- Identify Tasks
- Delegate
- Tracking Tools
- Team Development

**Milestones**
- Celebration

**EVALUATE & FOLLOW-UP**

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**Project Evaluation** – Province of Ontario, Canada

http://www.reddi.gov.on.ca/track_what.htm

WebJunction: [http://www.webjunction.org/project-management](http://www.webjunction.org/project-management)


Google Docs: [http://www.google.com/google-d-s/forms/](http://www.google.com/google-d-s/forms/)
How Many Plates Can You Successfully Keep In The Air?

Handout and Presentation available at http://libraries.idaho.gov/page/more-learning-resources

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Presentation for Wyoming Library Association, Fall 2011, Cheyenne, Wyoming
Resources for Project Management

Planning & Communicating Tools

Outcomes Based Planning Resources

- **Shaping Outcomes**: [http://www.shapingoutcomes.org/](http://www.shapingoutcomes.org/)
  An online course providing training in outcomes based planning by Indiana University/ the Institute of Museum & Library Services. Either self-directed or instructor-facilitated.


- **Creating SMART Goals** – from Top Achievement: [http://topachievement.com/smart.html](http://topachievement.com/smart.html)


Communication Tools


- **PBWorks**: [http://pbworks.com/](http://pbworks.com/)

- **Plus the usual**: phone, Skype, face to face, email, listservs, IM, and so on....

Team Building & Flexing Tools

- **Team Building** by the World Health Organization: [http://www.who.int/cancer/modules/Team%20building.pdf](http://www.who.int/cancer/modules/Team%20building.pdf) ~ great resource for the concept of team building – under 20 pages, short, to the point


Collaboration Tools


Evaluation & Follow-up

- **WebJunction**: [http://id.webjunction.org/project-management](http://id.webjunction.org/project-management)

- **Project Evaluation** – a website by the Province of Ontario, Canada [http://www.reddi.gov.on.ca/track_what.htm](http://www.reddi.gov.on.ca/track_what.htm)

- **Tools**: SurveyMonkey and forms on Google Docs