Strategies for Advancing Hidden Collections Webinar 1
Where to begin: Basics of project planning for GLAM organizations
Speaker: Angela Kipp
January 11, 2017

Notes and Chat History, Project Planning
Notes

Planning, planning, planning ahead
Figuring out who are the target audiences
beginning and an end / duration determined / a specific time period
project outcomes/goals
budget
Identifying team member deliverables
LONG TERM SUSTAINABILITY!!!!
 what resources (funding, staffing, tools) are needed to complete the project
realistic expectations
clear leader
contingency planning
achievable milestones
how will project progress be tracked and recorded
Institutional/Administrative support
predicting technical challenges

Chat History
Angela Kipp: What do you think are the key elements that define a project?

Sachiko Iwabuchi: Planning, planning, planing ahead

Mary Girard: There's an endpoint

Michelle Schabowski: Figuring out who the target audiences are

Rhodes: a beginning and an end

Penelope Moon: project outcomes

Sachiko Iwabuchi: and keep evaluating the plan as we go

Carol Creager: goals

Brett Dion: duration determined

Carol Creager: budget

Dee Gallo: Dee Gallo: a specific time period

Wofford: scope

Alyssa Loera: who are the stakeholders, what do they believe the scope of the project to be, is there a timeline

Karmen Beecroft, Ohio University Libraries: Identifying team member deliverables

Rhodes: clear scope

Samantha Dodd: Goal, or take away

Cathy Miller: adaptability

Thomas Y Levin (Princeton University): LONG TERM SUSTAINABILITY!!!!

Allison Young: Understanding your goal and what you have to work with

Amanda Strobel Wise | Rock County Historical Society: A start and an end date, clear ideas of what the deliverables will be, what support (money, time and people) you will recieve.

Alyssa Loera: what resources (funding, staffing, tools) are needed to complete the project

Brett Dion: anticipating the audience/end user

Hannah Rasmussen: avoiding scope creep

Sachiko Iwabuchi: sustainability - I agree

University of Chicago: realistic expectations

University of Chicago: clearr leader

Cathy Miller: contingency planning

Hillery York: achievable milestones

Alyssa Loera: how will project progress be tracked and recorded (especially for use for future projects)

Purdue Archives: Instiutional/Administrative support

Ricki Moskowitz: flexibility so one is prepared for the unexpected

Brett Dion: predicting technical challenges

Linda Loschiavo: Defining what you mean by "a successful outcome."

Purdue Archives: Assessment

Robin Grunwald: Needs statement or research question

Mary Girard: Postproject review

Dee Gallo: periodic review of process and goals

Joy Banks: Roberta Winjum: Procedures

Joy Banks: Times Up! Thank you all!