

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 Management

Notes

Make sure folks stay on task

making sure deadlines are met

troubleshoot issues

Watch budget and deliverables / quality control

Reporting

identify risks/problems

Make sure if the catalogers encounter unexpected issues, re-evaluate the schedule

communicate process to stakeholders

Manage the resources, assessing changes that need to be made to the timeline based on

feedback from team members, providing feedback and updates to stakeholders

check in regularly

being available to staff/interns to answer questions, training, etc.

Wrangle staff/team/interns

ensure tools and supplies are available

identify key examples that can be used in a final project report

often, project managers must catalog too

provide support and encouragement

there's always space to consider. Where will materials finally live? Is it prepared and appropriate?

As a manager, take a note (notes of process what s/he and their/her/his team has done)

Update and share new or revised institutional or collection policies

Compile processes and methodologies

one needs to think ahead regarding the funding and infrastructure for long term sustainability!

Chat History

Angela Kipp: What does a project manager have to do in a cataloging project?

Jessica Holada: reasearch

Mary Girard: Make sure folks stay on task

Iowa State University: making sure deadlines are met

Hillery York: troubleshoot issues

Iowa State University: resolving logistical issues

Dee Gallo: Watch budget and deliverables

Robin Grunwald: Reporting

Hannah Rasmussen: identify risks/problems

Sachiko Iwabuchi: Make sure if the catalogers encounter unexpected issues, re-evaluate the schedule

Carol Creager: communicate process to stakeholders

Beth Kilmarx: quality control

Amanda Strobel Wise | Rock County Historical Society: Manage the resources, assessing changes that need to be made to the timeline based on feedback from team members, providing feedback and updates to stakeholders

Cathy Miller: possibly perform periodic quality control

Rhodes: check in regularly

Ricki Moskowitz: being available to staff/interns to answer questions, training, etc.

Rhodes: adjust workflow as needed

Brett Dion: Wrangle staff/team/interns

Jessica Holada: ensure tools and supplies are available

Cathy Miller: identify key examples that can be used in a final project report

Ricki Moskowitz: often, project managers must catalog too

Shawna Gandy: provide support and encouragement

Jessica Holada: there's always space to consider. Where will materials finally live? Is it prepared and appropriate?

Sachiko Iwabuchi: As a manager, take a note (notes of process what s/he and their/her/his team has done)

Christa Williford, CLIR: Space planning is a huge issue for many people we've worked with.

Brett Dion: Update and share new or revised institutional or collection policies

Jaime: Compile processes and methodologies

Thomas Y Levin (Princeton University): At the risk of repeating myself, one needs to think ahead regarding the funding and infrastructure for long term sustainability!

Christine Walde, University of Victoria Libraries: keep track of in-kind and projected budget expenses

Allison Young: Everything. I'm "it," and volunteers aren't guaranteed.

Christa Williford, CLIR: *Always good to keep sustainability top of mind!*