Project Management RESOURCES

Find this document on learning.msl.mt.gov (scroll to the bottom and find “Presentation Materials”

Learn more about project management, use these reference tools:

***Project Charter*** resources <https://project-charter-template.casual.pm/>

***Project Planning***: Two-part webinar series from *the Coalition of Advance Learning in Archives, Libraries, and Museums* and hosted by WebJunction (scroll down on these pages to find resources and archived recordings):

* Key Elements of a Project Plan: <http://www.webjunction.org/events/webjunction/key-elements-of-a-project-plan.html>
* Evaluating Your Project Plan: <http://www.webjunction.org/events/webjunction/evaluating-your-project-plan.html>

Compilation of resources from WebJunction on ***project planning & coordination***: <http://www.webjunction.org/explore-topics/planning-coordination.html>

***Ten Examples of Successful Library Collaborative Projects*** (from TechSoup): <http://techsoupforlibraries.org/planning-for-success/communication-and-partnerships/tools/ten-examples-of-successful-library-collabo>

***Sample project budgets*** from Grantspace <http://grantspace.org/tools/sample-documents/(sample_doc_cat_id)/3/(sample_doc_cat_name)/Proposal+Budgets>

***SMART goals*** (Specific, Measurable, Acheivable, Relevant, Time-Bound): <https://www.smartsheet.com/blog/essential-guide-writing-smart-goals>

***Shaping Outcomes***: a self-paced course on how to write a quality outcome statement and to use them for designing valid evaluation for your project: <http://www.shapingoutcomes.org/>

***Microsoft OneNote: Basics and beyond*** – 50 minute tutorial explains how to set up a OneNote; use it to organize your activities and how to share it in the cloud: <https://www.microsoft.com/itshowcase/Article/Video/684/Microsoft-OneNote-Basics-and-beyond>