



# Effectively Managing Your Digitization Project

Summit VI

November 1-3, 2016

Chattanooga, TN



# Why focus on Project Management?

- Key challenges with scientific, research, & digitization projects:
  - Scientists want to do research, not administration
  - Project administration is time consuming and distracts scientists from their main interests
  - Funding agencies desire accurate cost estimates and predictable outcomes



# Why focus on Project Management?

- Scientific, research, & digitization projects can get into trouble when:
  - Objectives are not well defined
  - Communication is inadequate
  - Trouble is diagnosed at vulnerable times
    - Cost overruns
    - Delays
    - “Near death” syndrome

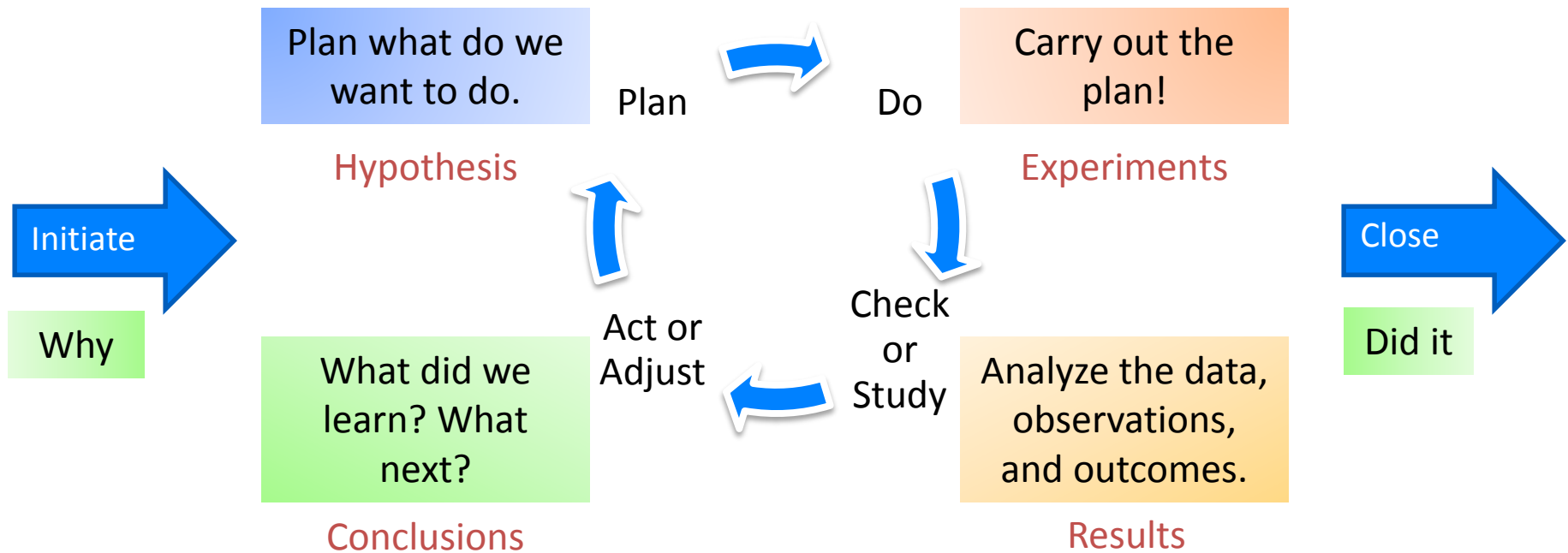


# Project Management provides a better way!

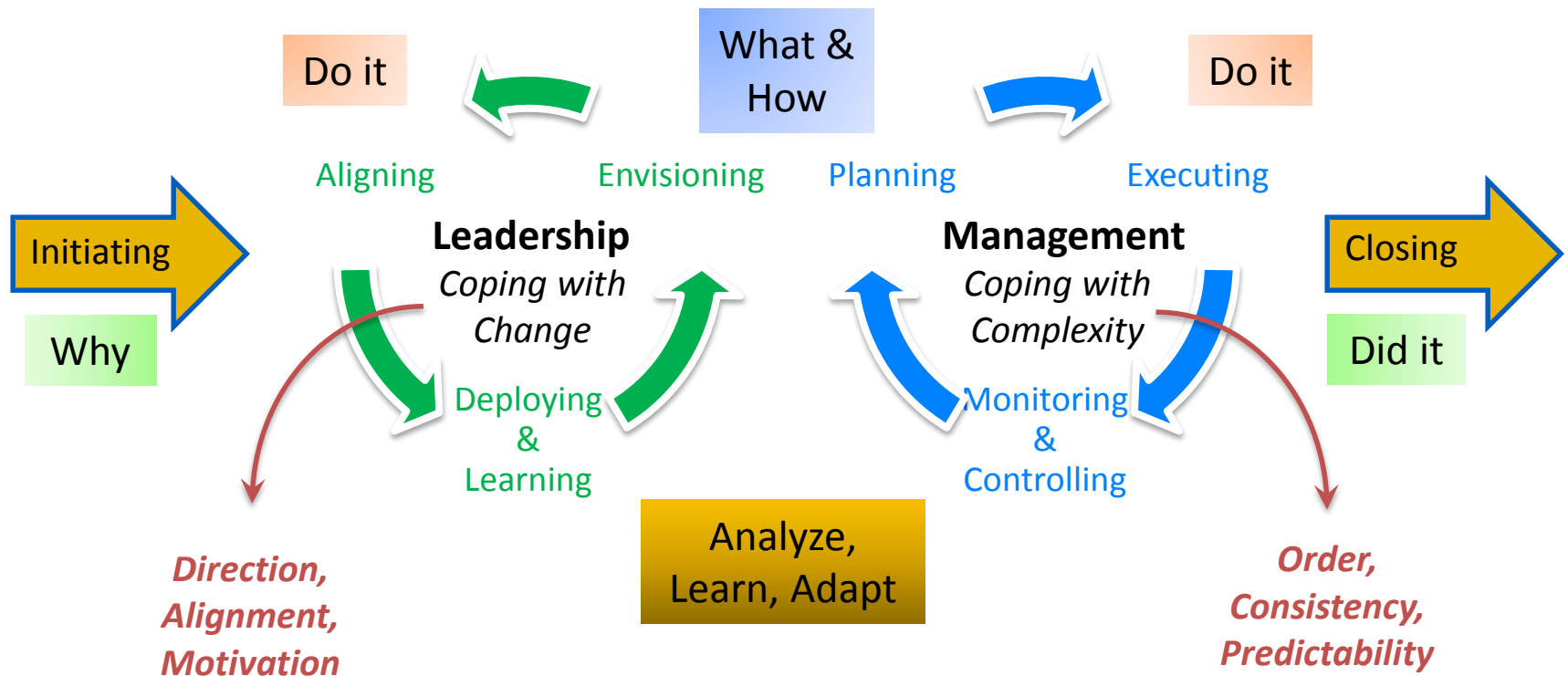
- Promote education & experience
  - Impart experience of current scientists & managers to those in emerging projects
  - Educate emerging scientists & managers in the values of project management
- Emphasize value of leadership & teamwork
- Provide structure to predictably meet project requirements within established constraints



# Project Management is rooted in the Scientific Method

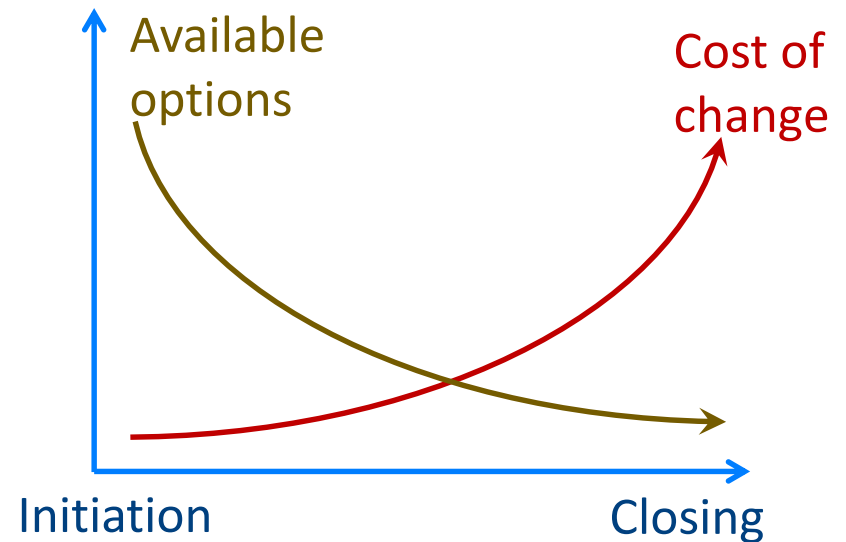
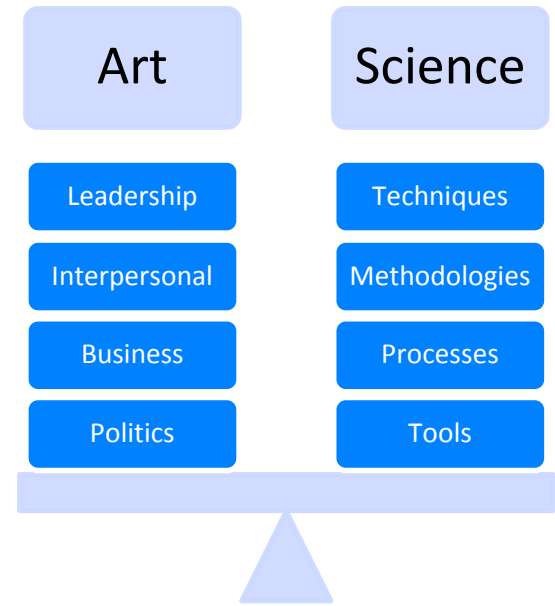
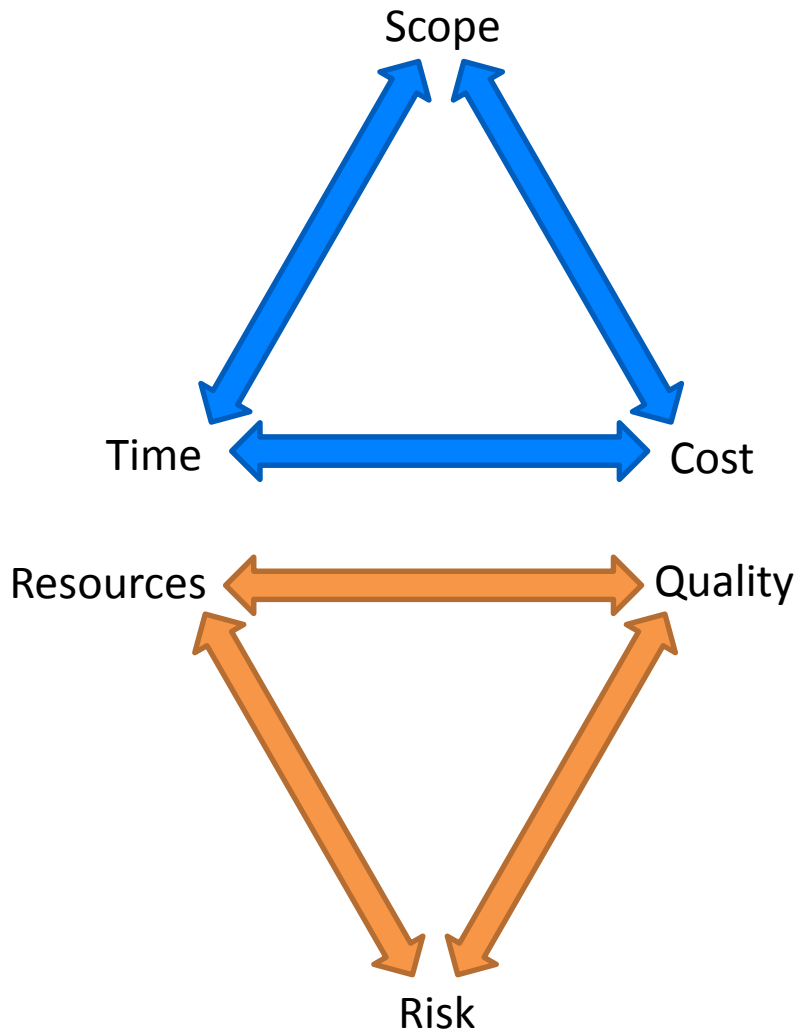


# Leadership is an integral part of Project Management



Hybrid of PMI & CH2M HILL Project Delivery System

# Always seek balance...



# Some thoughts for discussion

- Dedicated project manager
- Project plan
  - Stay organized
  - Manage risk/change
- Flexibility
  - Be outcome driven
- Decisions
  - Beg for forgiveness
- Communication
  - Multiple channels
  - Regular meetings
  - Stakeholders
- Lessons learned
  - What works
  - What doesn't work
  - Mentoring
- Delegate!





# iDigBio's Project Management Resources Wiki Page

[idigbio.org/wiki/index.php/Project\\_Management\\_Resources](http://idigbio.org/wiki/index.php/Project_Management_Resources)