

In Demand: Using Formalized Project Management to Manage Emerging Technology

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Abstract

A good idea is always a good idea until it isn't. Significant resources can be expended when experimenting with new technologies. This poster depicts a formal project management workflow that creates room for innovation while providing paths forward for adoption or discontinuation.

The Project Management Team

The Project Management Team at Texas A&M University Libraries is charged with creating a sustainable project management program, maintaining documentation templates, providing training and support for individuals acting as project managers, and maintaining the Libraries' project portfolio.

Idea Document

Identify

Describe the general idea or rationale for the idea.

Define

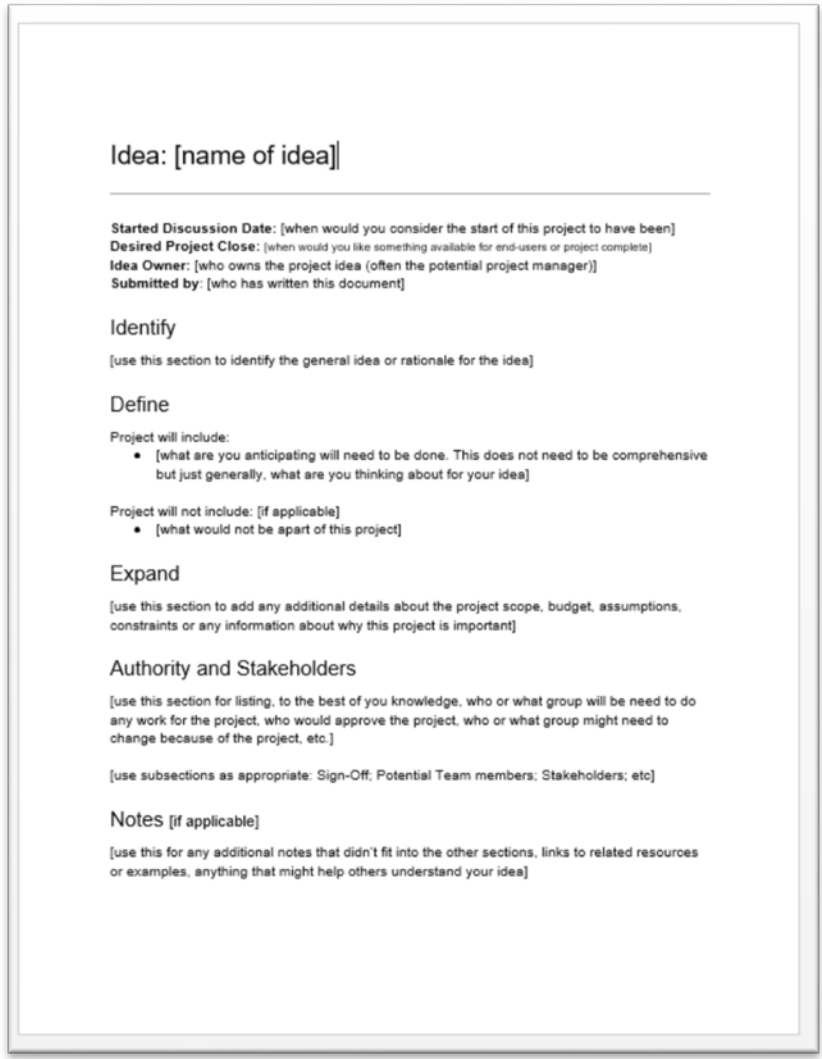
Detail the scope of your project, what will include and not include.

Expand

Add details about what you know or assume about the project (budget, risks, constraints, timelines, importance, etc.).

Authorize and Stakeholders

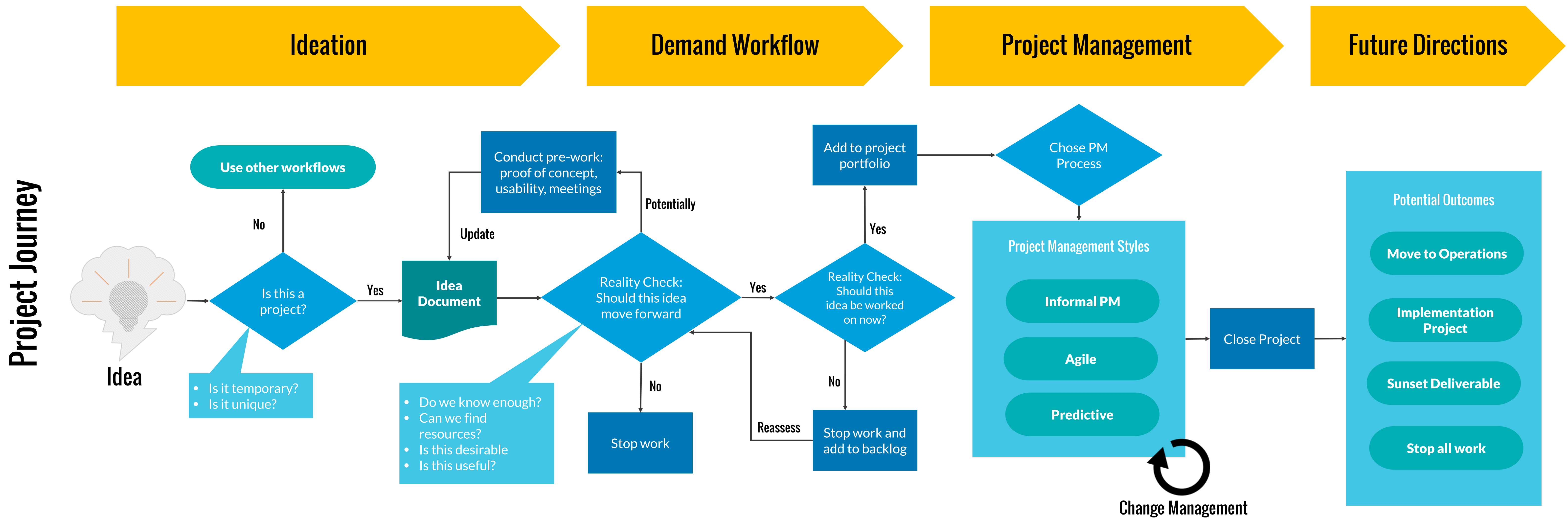
List who needs to approve the project, who you expect to work on the project, and who might be impacted by the project.



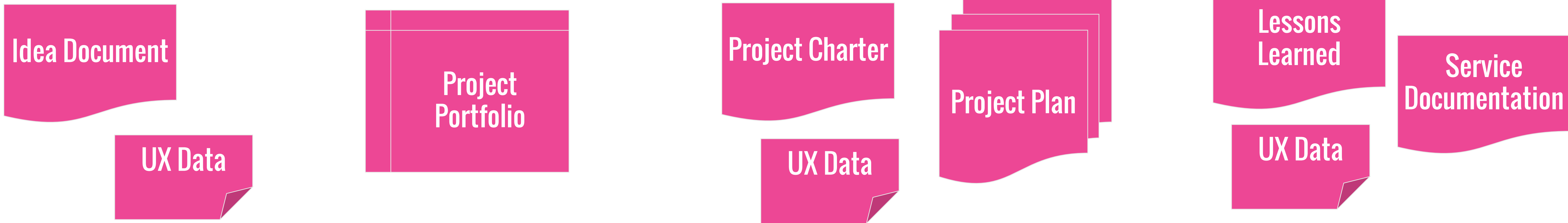
Key Takeaways

- 1 Low Barriers**
Have a low barriers to entry into your workflow.
- 2 Right Size Your Project**
Add only value added processes to manage your project.
- 3 Plan for Uncertainty**
Know how you'll handle changes in scope, timelines, budgets, and resources.
- 4 Design Exit Points**
Make it easy to end projects when they no longer match strategic priorities.

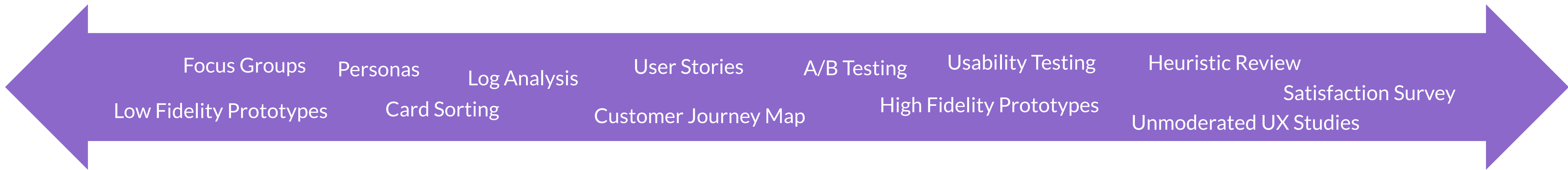
The Workflow



Artifacts



UX



Mental Models

