

Project Management and Library Resources:

How the Two Groups Intersect



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What is Project Management?

Purpose:

Drive efficiency

Improve communication with clients and team

Better understand clients' business objective

Phases of Project Management:

- Engaging
- Planning
- Execution
- Monitoring
- Debriefing

Reasons for Aligning Library Resources with Project Management

- Create a group that is well positioned to **proactively** respond to client opportunities with innovative and responsive solutions to particular client needs
- Create a joint platform to gain inroads with attorneys and demonstrate added value



Phases 1 and 2 – Engaging and Planning

- Identify key stakeholders and their interests/expectations and “scope” the work
- Create budget, work plan, risk register
 - Library can assist by providing “current awareness” reports – short, easily digestible reports on a client’s competitors, industry challenges, competing firms, and other relevant data to guide discussions around client’s concerns and objectives

Phases 3 and 4 – Executing and Monitoring

- Focus on research, advice, creating deliverables and communications with client
- Track matter and provide feedback, identifying potential issues as early as possible
 - Library is well-positioned to deal with the vast volume of information available
 - Library can conduct cost effective searches, provide training on effective and efficient research strategies to lawyers and staff and locate lesser-known or obscure resources of information
 - Library can ensure the accuracy and reliability of research throughout the course of the matter

Phase 5 - Debriefing

- Conduct “after action review” to assess outcome of matter, any lessons learned, and how the firm could improve upon its performance on future matters
 - Library can be repository of information by maintaining records of any research or “current awareness” reports it generates in order to apply such information to future similar matters

Conclusion

- Project Management is tasked with oversight of matters to ensure efficiency and predictability
- Librarians are “information” specialists who can easily add value by locating and disseminating essential information in a cost-effective manner
- Failure by Project Management and lawyers to use the Library and its resources will result in loss of time, money and possibly clients

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