

# What Librarians Need to Know About Managing Projects



## Gold Coast Library Network (GCLN) 2014 Annual Meeting

9:00 am	Registration & Morning Refreshments
9:30 am	Welcome & Annual Meeting
10:00 am	Presentation: Adele Boyd & Debbie Hartzman
12:00 pm	Lunch (cheese enchiladas, salad, chips and salsa)
1:00 pm	Project Management Exercise
2:00 pm	Tour Brooks Institute Campus

**Presentation:** Everyone has work projects, and if they are lucky, their organization assigns a project manager to ensure that the project reaches a successful conclusion. Library projects do not always merit this level of assistance. Project Management is the discipline of planning, organizing and managing resources to achieve specific project goals and objectives. It provides a framework to measure progress and ensure success. This presentation will define roles, terms and concepts, and methodologies to help attendees complete their projects on time and within scope.

**Presenters:** **Adele Boyd** is a certified Project Manager with several years' experience at Amgen Inc. She managed several projects for the Amgen. **Debbie Hartzman** is a former manager with the Amgen Libraries and is currently leading projects with the Aequitas Group.

## Friday, April 11, 2014

**Location:** Brooks Institute Screening Room, 5301 N. Ventura Ave, Ventura CA  
Free parking is available behind the school. Pass the swimming pool and fountain to get to lobby.

**Registration:** Online at [www.goldcoastlibraries.org](http://www.goldcoastlibraries.org) by April 8<sup>th</sup>

Librarians and staff \$25; students \$10 (breakfast and lunch included with registration)  
Pay by cash or check the day of the event, or mail your name, institution, email address, and check (payable to Black Gold) to:

*Ellen Carey, Santa Barbara City College Luria Library, 721 Cliff Drive, Santa Barbara, CA 93109*

