



# How To Manage Projects (Big & Small) Successfully

**A**re you managing or will you soon manage a team or tasks to get a project done successfully according to specifications, on time, and within budget?



"I'm tired. What can I do to make this project a success?"

## Answer

*You are encouraged to attend this workshop designed for NYPL staff members called on to coordinate a project(s) as part of your workplace responsibility. Workshop activities will help participants learn and practice the fundamental principles, tools, and techniques involved in completing a project successfully.*

## ✦ Workshop Objectives

- Identify 4 stages of project development
- Create a practical project plan
- Monitor projects and evaluate need for change
- Complete a project and measure the final results

## ✦ Workshop Activities

- Use case studies and individual project descriptions, working independently and in teams, to plan and design projects.
- Employ workshop exercises a complete set of project management worksheets, and commentary from a specialized workbook.

## ✦ Dates and Location

Location: SIBL, Rm. 14/15, Lower Level

Dates: November 7<sup>th</sup> & 8<sup>th</sup>

Time: 9:00 - 4:30 (each session)

Limit: 16 participants

## Workshop Leader

Steve Elmer, Managing Partner of Stockard-Elmer & Company, Inc., a training and communications consulting company in NYC.

To find out more, and to register, visit the ISD website at the following URL:  
<http://lair.nypl.org/research/isd2/index.html>