

## Resources for Project Management

### Planning & Communicating Tools

#### Outcomes Based Planning Resources

- **Shaping Outcomes:** <http://www.shapingoutcomes.org/>  
An online course providing training in outcomes based planning by Indiana University/ the Institute of Museum & Library Services. Either self- directed or instructor- facilitated.
- **The new planning for results: a streamlined approach** By Sandra S. Nelson, Public Library Association – Chapters 5, 6, 7, 8, 10 includes SWOT analysis ~ <http://bit.ly/ndTwqT>
- **SWOT Worksheets** available via *MindTools.com* at <http://www.mindtools.com/pages/article/worksheets/SWOTAnalysisDownload.htm>
- **Creating SMART Goals** – from Top Achievement: <http://topachievement.com/smart.html>
- **Creating SMARTER Goals** - <http://blog.crazyegg.com/business/how-to-make-smarter-goals/>

#### Communication Tools

- **Wiggio:** <http://wiggio.com/>
- **PBWorks:** <http://pbworks.com/>
- **Plus the usual:** phone, Skype, face to face, email, listservs, IM, and so on....

### Team Building & Flexing Tools

- **Team Building** by the World Health Organization: <http://www.who.int/cancer/modules/Team%20building.pdf> ~ great resource for the concept of team building – under 20 pages, short, to the point
- **Teampedia** – an online resource wiki for team building activities [http://www.teampedia.net/wiki/index.php?title=Main\\_Page](http://www.teampedia.net/wiki/index.php?title=Main_Page)
- **Idaho Commission for Libraries:** <http://libraries.idaho.gov/files/TeamBldgTrngResources.pdf>

### Collaboration Tools

- ICfL Tracking Tool: <http://libraries.idaho.gov/files/ProjectPlanGuide.xls>
- Review of 15 project management software tools: <http://www.smashingmagazine.com/2008/11/13/15-useful-project-management-tools/>
- Action Method (web-based): <http://www.actionmethod.com/>

### Evaluation & Follow-up

- **WebJunction:** <http://id.webjunction.org/project-management>
- **Project Evaluation** – a website by the Province of Ontario, Canada [http://www.reddi.gov.on.ca/track\\_what.htm](http://www.reddi.gov.on.ca/track_what.htm)
- **Tools:** SurveyMonkey and forms on Google Docs