

THE ISLAMIA UNIVERSITY OF BAHAWALPUR
Department of Library and Information Science
Project Management and Leadership (LISC- 30203)
M.Phil—2nd semester

Class days: according to time-table
Instructor: Dr. Muhammad Younus

Class timing: according to time-table
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Course objective

Library work is now more than conducting reference interviews, cataloging, classification and acquisition. Library new projects include implementing IT systems, setting up portals and digital libraries, conducting customer surveys, and coordinating with local, regional, national, and international consortia. Effective project management is needed to create everything from digital libraries, to community informatics outreach projects, to new physical library facilities. LIS practitioners, especially those who want to be leaders, are required to be equipped with project management skills so that they can manage different library projects effectively. This course is designed to enable students to gain an understanding of how to manage projects and their risks for both the individual managing their own and for the team leader managing a larger-scale project. The course will cover concept of the project, project characteristics, project parameters, relationship between project parameters, project environment, project phase/lifecycle, concept of project management, project management processes (Initiating, Planning, Executing, Monitoring and Controlling, Closing), development of objectives, time cost relationships, the project brief and specification, scoping the scale of the project, risk analysis, time and costing plans, cost and management estimation and Six Sigma and lean management methods.

Teaching methodology

1. The class will be conducted in a lecture & discussion environment where the class tutor will lead the discussion, and students will be motivated to take part as the active learners and raise questions at the end of each class session.
2. Students will be expected to give their presentations.
3. Students will be expected to read prescribed books and assignments in advance. This will be tested through a quiz, which may proceed each class session.

Exams

There will be exams in accordance with the university schedule. All university policies, procedures and the highest moral/ethical standards will be observed.

Quizzes

There will be sporadic quizzes throughout the semester which carry points. However, the pre-assessment quiz on very first day of the class does not carry any point.

Course Contents

Topic 1

Introduction to project?

Concepts, characteristics, parameters of a project

Topic 2

Project management & Project management environment

Topic 3

Project phase/lifecycle

Topic 4

Project initiation

Session 5

Project planning

Session 6

Project executing

Session 7

Project monitoring and controlling

Session 8

Project closing

Session 9

Project brief and specification

Session 10

Project risk management

Session 11

How to be an effective project leader/manager

Recommended Readings:

- Allan, Barbara (2004). Project management tools and techniques for today's ILS professional. London : Facet.
- Burke, Rory (2010). Fundamentals of project management : tools and techniques. Ringwood : Burke Publishing.
- Burke, Rory (2013). Project management techniques. Book 2. 2nd ed. Dunedin: Burke Publishing.
- Gray, Clifford F. (2006). Project management. Bost: [McGraw-Hill](#).

- Gray, Clifford F. (2006). Project management: managerial process. New York: [McGraw-Hill](#).
- Gray, Clifford (2002). Project management: complete guide for every manager. New York : [McGraw-Hill](#).
- Heldman, Kim (2003). Project management jump start. London: Sybex.
- Lock, Denni (2013). Project management. 10th ed. Farnham: Gower.
- Newton, Richard (2006). Project management, step by step how to plan and manage a highly successful project. Harlow: Pearson Prentice Hall Business.
- Rosenau, Milton D. (2006). Successful project management: step-by-step approach. New Delhi: Wiley.
- Trauner, T.T. (1993). Managing the construction project: a practical guide for the project manager. New York: Wiley.