

## **University of California Libraries Project Management Work Group Charge**

### **Purpose and Charge**

The Project Management Work Group (PMWG) will assist the Systemwide Operations and Planning Advisory Group (SOPAG) in implementing efficient project management of UC library systemwide projects. In the upcoming two years, the PMWG will help identify and meet the significant project management needs connected to the Next Generation Technical Services (NGTS) project. In the process of supporting NGTS activities, it is expected that the PMWG will share resources and best practices surfaced during this work in an effort to lay a foundation for long term development of project management expertise in the UC Libraries.

### **Key Responsibilities**

- Consult with NGTS teams regarding their project management needs and assist in the establishment of timelines and other tools to coordinate work. Where appropriate, individual members of PMWG will serve on NGTS teams.
- Document project management processes and methodologies employed for NGTS and identify best practices for future use; make available the materials and resources used in the management of the NGTS project.
- Facilitate collection of feedback about NGTS project outcomes from project managers and sponsors. Suggest ways to utilize this information to assist current and new systemwide project managers.

### **Communication and Reporting**

SOPAG holds overall responsibility for the implementation of NGTS, and in that capacity has created the NGTS Management Team. The NGTS Management Team will include select SOPAG members, a communications officer, and a project manager. The PMWG reports to the NGTS Management Team. The NGTS Management Team project manager will also hold membership on, and consult frequently with, the PMWG. Issues, decisions, deliverables and recommendations will be documented and made readily available to SOPAG via the PMWG SOPAG liaison.

### **Recommendations and Decision Process**

The PMWG, based on data input and experiences gathered during the NGTS implementation, will make recommendations regarding project management practices and resources in connection with systemwide projects going forward.

### **Membership and Terms of Appointment**

The PMWG will have at minimum five members. The NGTS Project Manager will serve on the NGTS Management Team and on the PMWG. The PMWG chair shall be selected by the membership and will serve for two years.

### **Review**

The PMWG will be reviewed by SOPAG at the close of two years. The charge may be extended beyond two years if, after consultation between the PMWG, SOPAG, and the Council of University Librarians, it is decided that to do so holds continued benefit to the UC library community. If the NGTS project is still underway, it is likely the PMWG will be asked to continue its work.