Project methodology in subject-based knowledge organization: Experiences from the UK

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Background and objectives
Project management may involve a wide variety of methodologies depending on numerous factors such as sponsors, scope, stakeholders etc. (see, for example, Newton, 2005; Department for Business Innovation and Skills, 2010). This particular workshop will draw on experience from three research projects in the area of subject-based knowledge organization, all with the same funder (JISC – Joint Information Systems Committee) but different scopes and deliverables, stakeholders, time frame and international project teams. It will discuss various components of project management such as planning, catering for the funder/stakeholder needs and requirements, communication, delivering on time etc. This will include writing project documentation such as proposals, progress and final reports as well as project-specific deliverables (for examples of project documentation see UKOLN, 2009a; UKOLN, 2009b; UKOLN 2013). The workshop will draw on theories of project management as applied to the three specific research projects. While the projects are in the same broad subject area of knowledge organization, it aims to demonstrate general research-project methodology.

The workshop will start by looking at the importance of project management: to clarify the purpose and objectives between funders/stakeholders and the project team and especially to align stakeholders’ and researchers’ views and expectations; to clarify tasks and responsibilities between project team members; to plan and monitor and direct accordingly. Characteristics of good project management will be discussed, with focus on the importance of quality communication with team members and funders/stakeholders. Budget planning and risk management will also be addressed.

A research project often starts with a successful project application. How to write a good project application, what project markers usually pay attention to will be discussed. The participants will then work in groups to exercise their own project proposal which will include major elements of a project application and project plan: scope and impact, deliverables and workplan, methodologies, risks and remedies, stakeholders input, dissemination.

Other project documents will also be covered: project plan, workpackages, interim report, final report, and completion report, based on the experience with the three projects.

Topics

- Project proposals
- Project plans
- Workpackages
- Progress, final and completion reports
- Deliverables
- Dissemination (web site, blog, twitter, (e-)conferences)
- Managing the project team
- Working with the funder/stakeholder

The target audience
The workshop could be of interest to those inexperienced in applying for research-project funding and in leading international research projects funded by external funders.

**The learning objectives**

At the end of the workshop the participants should be able to explain major components of project management and of project documentation. They should be able to apply basic principles of project management when writing a project proposal and when running it.

**The method**

The workshop will consist of presentation slides on the theory of project management and its application drawing on the three projects. Exercises will include group work on defining the scope for an own project, identifying the tasks, their dependencies and duration.

**Duration**

The workshop is planned to last two full hours with approximately an equal time devoted to the presentation slides and to hands-on work.

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**Keywords:** project management, project applications, knowledge organization.

**REFERENCES**


**Curriculum Vitae**

Koraljka Golub is an associate professor at the Department of Library and Information Science, School of Cultural Sciences, Linnaeus University. After completing her PhD at Lund University, Sweden, in 2007, she worked as an information science researcher at UKOLN, University of Bath, United Kingdom, up until 2013. Since 2012 she has also been distance teaching on a part-time basis at the School of Information Studies, Charles Stuart University, Australia, at the E-learning Academy, Croatian Academic Research Network, and taught at the University of Applied Sciences in Cakovec, Croatia. Recently she was also employed as a consultant for FAO, United Nations.

Her work and commitment have been recognised by 11 different awards and grants, including a £280,000 research project grant from UK’s Joint Information Systems Committee (JISC). Out of 10 research projects that she participated in, she acted as the principal investigator on 3 and an advisor on 2 of them. Most projects involved a range of international members as well as a variety of sectors.

She has produced research regularly over the past 15 years and published in highly renowned academic journals (e.g., Journal of the American Society for Information Science and Technology, Journal of Documentation) and conference proceedings (e.g., Joint Conference on Digital Libraries). She has also authored three books, the latest one scheduled to be published by ABC Clio in 2014. Her research has in particular focused on information retrieval and knowledge organization in digital libraries, in particular as related to integrating existing knowledge organization systems with social tagging and/or automated subject indexing, and evaluating the resulting end-user information retrieval performance.
She has acted as a member of various international programme committees, editorial and advisory boards and working groups. She was ASIS&T European Student Chapter’s founder, chair, vice-chair and advisor. The success of the Chapter is reflected in it being awarded the best ASIS&T student chapter in 2008 and in 2012. In 2007 she was appointed as member of the International Relations Committee of ASIS&T. Furthermore, since 2004 she has been an Advisory Board member of the Bulletin of ASIS&T. She has acted as a member of Dublin Core task group DCMI/NKOS from its foundation in 2009. Over the past several years she has been on the programme committee of a number of international events, including European Conference on Research and Advanced Technology on Digital Libraries (ECDL, now TCDL), several Networked Knowledge Organization Systems (NKOS) workshops, Universal Decimal Classification Seminars and many others.