Discussion Outline

• Management
• Communications
• Collaboration
• Connect
• Assumptions
Management

Manage time
  - Project management
  - Professional management
Manage expectations
  - Define role and responsibilities
  - Understand constraints
  - No is an acceptable answer
Leverage
  - People
  - Technology
  - Know that automation is your friend
Communications

Over communicate

Story telling

Branding

Events
Collaboration

Procurement or purchasing
Know their workflow

Finance
Own your budget
Know the funding or budget setting process

IT
Know their workflow
Understand their portfolio of tools and support
Connect

Internally
  Volunteer
  Host
  Be visible

Externally
  Participate
  Seek
Assumptions

Professional skills
Cataloging
Digital
Collection
Analysis

Additional skills
Finance
Licensing
Technology
Business [what is their success, how do you contribute]
Questions
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