

Project brief: Learning from Bold Minds in Leadership Event Series

Document Information

Project Name:	Learning from Bold Minds in Leadership Event Series
Date:	30 April 2021
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Key Project Information

Project Sponsor:	Gwenda Thomas
Program:	Building Sustainable Leadership
Project Start Date:	May 2021
Project End Date:	June 2022
CAUL National Office Contact:	Kate Davis Director, Strategy & Analytics kate.davis@caul.edu.au
Project Management Group:	Learning from Bold Minds in Leadership Project Team
Related Projects:	CAUL Senior Leader Development and Networking Project
Key Documents:	The following documents will be created following the establishment of the Project Team: <ul style="list-style-type: none">● Event Schedule● Communication Plan● Terms of Reference

Project Approval

CAUL Board of Directors:	[Insert meeting date]
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Project Overview

Background & Context	The <i>Building a Sustainable New Reality</i> CAUL event in 2020 considered how CAUL might inspire member institutions to build sustainability for both individuals and university libraries in times of fast-paced change and disruptive influences. There was a strong theme related to building leadership capability and capacity within CAUL member institutions. Specifically, the discussion identified resilience, emotional intelligence, creativity and problem solving as key areas for leader development.
Objectives:	Provide professional development opportunities related to leadership for CAUL member institution staff at all levels, with an emphasis on learning from leaders from within and beyond the academic library sector.

Brief Description of Project:	<p>This project will develop a program of six online events focused on leadership for CAUL member institutions, to take place between July 2021 and June 2022.</p> <p>Areas of focus for the event series could include key capabilities surfaced in the discussions at the <i>Building a Sustainable New Reality</i> event (that is, resilience, emotional intelligence, creativity and problem solving. The series will explore different leadership styles and how different approaches to leadership can assist leaders and organisations in navigating transformative opportunities.</p> <p>Speakers will be leaders from within and beyond the academic library sector, with an emphasis on high calibre speakers who will challenge attendees to consider different perspectives, think differently, and respond to the challenges of the current context.</p> <p>The project team will identify topics, identify and approach potential speakers, and work with CAUL National Office to plan the events. Project team members will develop promotional materials including social media content and articles for the CAUL newsletter. The project team will also consider different budget models for the event series.</p>	
Benefits:	<ul style="list-style-type: none"> ● Access to professional development opportunities related to leadership for staff of CAUL member institutions. ● Holding the event series online promotes inclusivity and increases accessibility. 	
Scope:	<p>In scope:</p> <ul style="list-style-type: none"> ● Planning and delivering a series of six online events featuring bold minds in leadership, between June and December 2021. ● Development of a communications plan and promotion of the event series to CAUL member institutions. ● Evaluation of the event series. ● Reporting to the CAUL Board. 	
Anticipated Deliverables:	<ol style="list-style-type: none"> 1. Communication Plan and promotional materials. 2. Six online events. 3. Report on the project for the CAUL Board. 	
Anticipated Timeline:	<ul style="list-style-type: none"> ● Establish Project Team - May 2021 ● Convene Project Team and commence planning - June 2021 ● Hold events - July 2021 - June 2022 ● Report to the CAUL Board - June 2022 	
Resource Requirements:	Personnel:	<p>A Project Team comprising four staff from CAUL member institutions (a project lead and three project team members) will be established to undertake the project. It is anticipated that the workload for each team member will be approximately four to six hours per month.</p>
	Project management:	<p>Project management support will be provided by CAUL National Office.</p>
	Budget:	<p>A small budget for speaker fees may be required. The Project Team may also consider implementing a cost recovery model where paid registration is required. This will require discussion with the Board.</p>

Other: Event management support will be provided by CAUL National Office.

Key Stakeholders: CAUL Member institutions.

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- Key Risks:**
- Inadequate resources available for the project.
 - Lack of interest from member institutions.
 - Availability of high calibre speakers at no or low fee.
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