

## Project Planning Template: LEAD Workshop

**Directions:** Use the planning template to choose ONE project improvement your board can focus on after the workshop. This template can also serve as a guide for the subsequent site visit. Choose a project that will strengthen your museum and support its long-term sustainability. It should also be realistic for your board to complete within the next few months.

<p><b>Identify a collaborative, realistic, and forward-looking project or change effort.</b></p> <p>Project ideas are limitless! Examples are included for brainstorming purposes.</p>	<p><b>Project to Consider:</b></p>          <p><b>Examples of Possible Updates:</b></p> <p>By-laws / Policies &amp; Procedures / Job Descriptions/ Improve Board Training/ Improve Meeting Structure/ Strategic Planning / Improve Collection Care/ Create Programming Plan/ Update Visitor Policies/ Create Outreach Plan</p> <p>AAM Core Documents:</p> <p>Mission Statement / Code of Ethics / Strategic Plan</p> <p>Disaster-Emergency Plan / Collections Policy</p>
<p><b>Project Outcomes:</b></p> <p>What do you hope will happen because of this project?</p>	<p><b>Outcomes:</b></p>          <p><b>Examples:</b></p> <ul style="list-style-type: none"><li>• Clarify board roles and responsibilities</li><li>• Align our mission with community needs</li><li>• Update collections policy to clarify donation procedures</li></ul>







