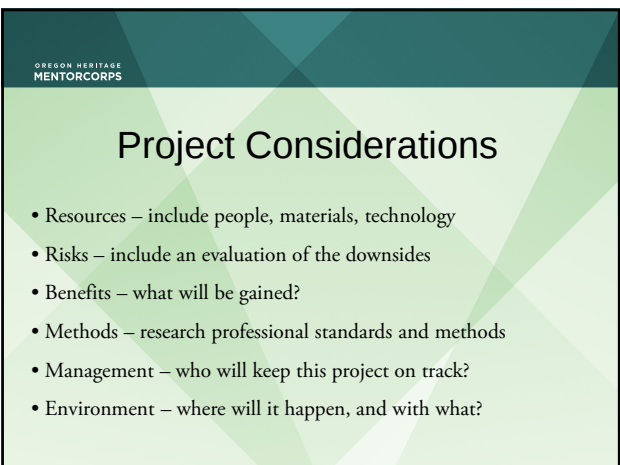
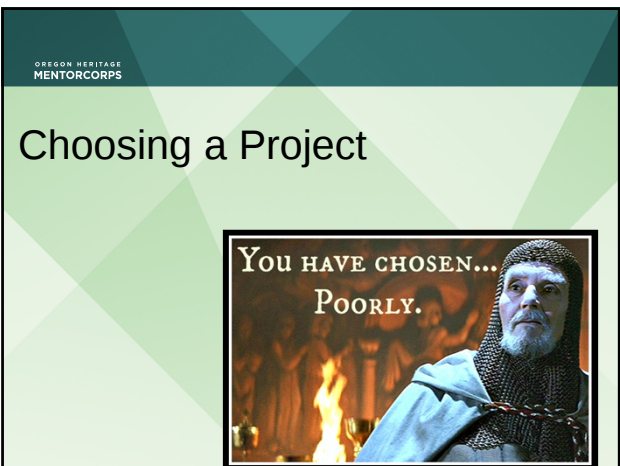
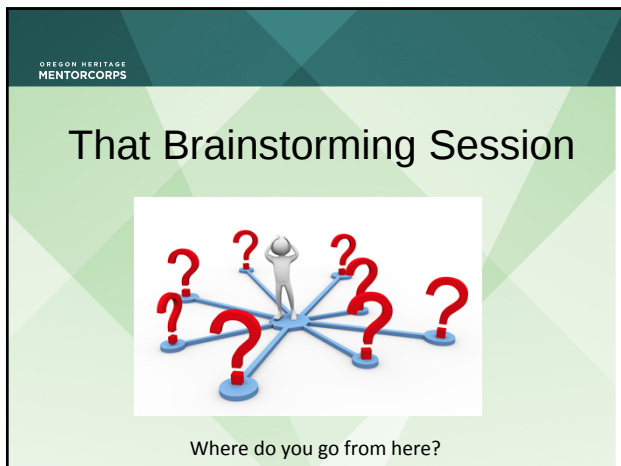




Plan a Budget

- Staff Time
- Volunteer/Match time
- Contractors/Consultants
- Supplies
- Overhead
- Capital Expenses
- Storage needs – digital and physical
- Training
- Travel
- Contingency



Break for first activity



Getting Specific

- Define your scope
- Create measurable objectives
- Identify your stakeholders
- Revisit your institutional mission

Ask the Right Questions

Ask your team and yourself:

- How much will we do?
- Who will do it?
- Can we complete the work?
- Why are we doing this?



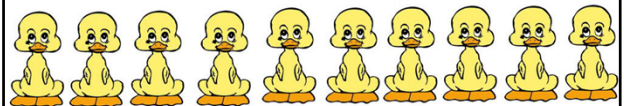
Will It Ever End?



- How will you know when you are done?
- Are you meeting professional standards?
- Has anyone else executed a project like yours?

Establish Standards - Be Consistent

- Cataloging Objects? Past Perfect - Nomenclature
- Processing Archives? DACS
- Library Project? MARC
- How much control is enough?



Management and Oversight



Where will we put it?



Physical Projects

Does your institution have:

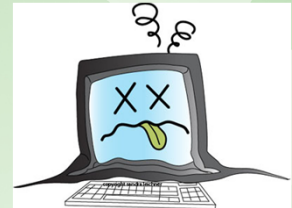
- Adequate physical space?
- Environmental monitoring?
- A Conservation management plan?
- A Disaster Preparedness plan?



Digital Projects

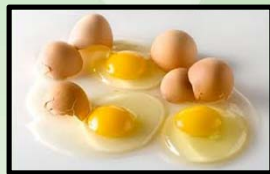
Does your institution have:

- Adequate digital space?
- Digital storage protocols?
- Secure, off-site backup?



"You can't make an omelet..."

- Make a written list of supplies
- Check against existing resources
- Make a shopping list



Do Benefits outweigh Costs?

- Monetary - potential revenue, time savings, increased donations
- Measurable – can be counted but not translated to dollars
(website hits, visitors, historical preservation)
- Intangible – benefits that cannot be counted
(educational benefit, prestige, professional standards)



OREGON HERITAGE
MENTORCORPS

Well begun is half done

