

Training Overview

Course: Documentation Planning

<i>Overview</i>	<p>All Accredited museums must have a Documentation Plan. The process of planning involves developing strategies for documentation at a practical level and at an institutional level. This course enables participants to look at the setting of priorities as part of the documentation planning process and also at address barriers to documentation being a priority within the institution.</p> <p>Topics covered include SPECTRUM, the Museum Accreditation Scheme, backlogs, documentation planning and organisational priorities.</p>
<i>Objectives</i>	<p>By the end of the course participants will have:</p> <ul style="list-style-type: none"> • Considered the requirements of Museum Accreditation; Understood why it is important to develop a documentation plan; • Looked at setting priorities for documentation; • Discussed strategies to influence decision making within an organisation; • Looked at examples of good practice from other museums.
<i>Participants</i>	<p>The course is particularly suitable for :</p> <ul style="list-style-type: none"> • Staff who are managing documentation systems in their museums; • Museums applying for Accreditation.
<i>Training methods</i>	<p>This course will deliver the objectives using a mix of presentations, practical exercises and one to one consultancy.</p>
<i>Preparation</i>	<p>Participants must possess an understanding of how their own museum documentation system operates. They should also already be familiar with basic museum documentation standards and Accreditation requirements.</p>
<i>Trainer</i>	
<i>Length of course</i>	1 day.