

Our Heritage application

Appendix A

Project Plan

When?	What?	Where?	Who will carry out the activity?	Who is the activity for?	What will it achieve?
October 2014	Feedback from Heritage Lottery Fund If successful, begin project. Complete permission to start paperwork	-	-	-	
November 2014 – January 2015	Advertise and recruit freelance Project Officer Finalise brief for freelancer Advertise opportunity Shortlist tenders received Interview Appoint	Advertise through Social History Curators Group, CyMAL, Welsh Federation of Museums email lists, Leicester University Jobs Desk and through all partner organisations	Management Board	-	Project Officer recruited. Project Officer starts by January 2015.
From November 2014 and ongoing	Exhibition/collection development Recruit volunteers (eg. Young and community collectors, exhibition researchers,	Methods used and where advertised will be based on advice from youth and community leaders – likely to	Cardiff Story Museum Exhibitions Officer Collections Curator Learning & Outreach Officer	Young people NEETs People at socio-economic disadvantage BME communities	Wide cross section of people from diverse backgrounds involved in Museum and in heritage Skills development

	content co-creators/participants)	include local newspapers, radio, through youth and community organisations, and in youth/community specific venues and media, open days, events Various media Events at community venues and/or Museum			Strong exhibition content, developed collection, strong events programme, representative museum
December 2014	Exhibition/collection development Develop plan for creation of exhibition content, participants needed (ie. those acting as co-creators, story sharers, etc.), how to market opportunities for involvement and to recruit participants	Cardiff Story Museum	Exhibitions Officer with input from Museums Manager Collections Curator Learning & Outreach Officer Volunteers Projects Officer	Participants and co-creators Volunteers Ultimately visitors to exhibition	Wide cross section of people from diverse backgrounds involved in exhibition co-creation and in recording their heritage Skills development Strong exhibition content, developed collection, representative exhibition
January 2015 – March 2015	Scoping and mapping of WWI relevant collections and	All Steering Group Organisations	Project Officer in collaboration with steering group	Community Organisations Steering Group	Identify collections, information, resources and

	sources of information/knowledge relevant to Cardiff		organisations		stories to be utilised throughout the project Identify other relevant projects and partners for inclusion Identify gaps and suggest how to fill
January 2015 – March 2015	School pilot project Forge links with teachers in identified schools. Consult re. their needs and advice				
January – March 2015	Exhibition/collection development Undertake outline research Host training workshops to equip volunteers with the skills to undertake research at local research centres such as Glamorgan Archives and the Capital Collection Involve community organisations (eg.	Community venues as appropriate Glamorgan Archives Capital Collection (local studies library) Internet Cardiff Story Museum	Exhibitions Officer WWI HLF Project Officer Volunteers Members from diverse communities who take part, offer advice, information, knowledge and memories	Volunteers Museum visitors Communities	Strong, informed, historically accurate exhibition Skills development Representative and diverse exhibition

	Western Front Association, local history societies who have had funding for WWI related projects)				
March – April 2015, and then ongoing	<p>Website portal Work with web designer to create user friendly front end/portal utilising Cymru'n Cofio database for all Cardiff related FWW commemoration activities.</p> <p>Train and encourage all partners to add events and activities to the database, providing further support where necessary to ensure marketing of Centenary events</p>	All Steering Group Organisations	Freelance Project Officer Community Organisations Cymru'n Cofio / Welsh Government	Community Organisations Young people Steering Group Wider Public	Easy to use 'one stop shop' created for those living and working and visiting Cardiff to find out about FWW commemorations across the city.
March – April 2015	<p>School pilot project Formulate and design pilot project activities, ensuring use of collections and partner</p>	All partner organisations	Project Officer with all partner organisations, artists	School participants	Engaging, high quality schools activities, outputs of which will feed into learning resources

	knowledge at core.				and exhibition content
April 2015	Exhibition/collection development Establish key messages and learning outcomes of exhibition Organise a session to pool knowledge gained from research and discuss in groups key messages for exhibition Involve learning & outreach officer to encourage group in creating learning outcomes from the key messages Establish interpretive techniques to be used to interpret key messages Hold workshop to pool experiences of interpretative techniques, what works	Cardiff Story Museum	Exhibitions Officer WWI Project Officer School participants Volunteers With input from Museums Manager Collections Curator Community Curator Learning Officer	Museum visitors Volunteers Co-creation participants	Strong, enjoyable, informed, historically accurate exhibition Exhibition of interest to target audiences Skills development Representative and diverse exhibition

	and what does not work and use our key messages and learning outcomes to establish interpretative techniques				
April – June 2015 and ongoing	Exhibition/collection development Primary research, including memories and oral history recording, picture research Highlight gaps in research to enable content to be created for interpretation Volunteers to revisit research centres for further primary research Volunteers to undertake collecting of oral histories and objects	Community venues as appropriate Glamorgan Archives Capital Collection (local studies library) Internet Cardiff Story Museum	Exhibitions Officer Volunteers Collections Curator Project Officer Western Front Association Local History Societies School participants Members of public from diverse backgrounds	Volunteers Co-creation participants Ultimately Museum visitors	Strong, enjoyable, informed, historically accurate exhibition told through people's stories Exhibition of interest to target audiences Skills development Representative and diverse collection and exhibition
April 2015 and ongoing	Exhibition/collection development	Cardiff Story Museum	Volunteers Collections Curator	Volunteers Diverse	Truly accessible collection, in

	Documentation of objects coming into Museum collection – onto computerised collections management system (adhering to Accreditation standards), and online via Museum’s public collections access portal and People’s Collection Wales	Internet		communities Ultimately Museum visitors	perpetuity (on site and off site, whether on display or in store)
May – July 2015	School pilot project 5 x outreach visits to each school	At schools	Project officer in conjunction with representatives from heritage partners	School participants	Engaged staff and pupils in their local WW1 history
May – July 2015	School pilot project 5 x visits to a local site of WW1 significance, possibly chosen by the school, with guest experts	Local sites of WW1 related significance	Project officer in conjunction with school participants and staff along with representatives from heritage partners	School participants	Further engage staff and pupils in their local WW1 history; provide a starting point for research work; establish relationship between staff and pupils and the ‘guest experts’ drawn from the heritage partners
May – July	School pilot project	Glamorgan	Project officer in	School participants	Undertake follow-up

2015	5 x visits to Glamorgan Archives	Archives	conjunction with school participants and staff along with staff from Glamorgan Archives		research on WW1 in Cardiff generally; develop information discovered on the local site visits; provide opportunity to engage with primary archive resources from the WW1 period.
May – July 2015	School pilot project 5 x visits to The Firing Line Museum and/or Cardiff Story Museum	The Firing Line Museum and/or Cardiff Story Museum	Project officer in conjunction with school participants and staff along with staff from Museums	School participants	Undertake follow-up research on WW1 in Cardiff generally; develop information discovered on the local site visits; provide opportunity to engage with primary material culture resources from the WW1 period and secondary sources via memories/knowledge from organisations such as Western Front Association
May – July 2015	School pilot project 5 x art workshops, to	At school	Project officer and artist in	School participants	Interpretation of the research and

	formulate creative responses to research		conjunction with school participants and staff along with representatives from cultural and heritage partners (eg. utilising poetry, music of FWW)		learning undertaken by participants during the sessions outlined above; generate enthusiasm amongst participants; enhance engagement with participants. Creation of creative outputs for exhibitions
May 2015 and ongoing	Exhibition/collection development Publicise opportunities for involvement in creation of exhibition (eg. as co-creators, memory sharers, object donors/lenders, information/knowledge givers, etc.)	Via local newspapers, other media (museum's 'usual' publicity outlets and venues/outlets/media specifically relevant to communities targeting – as advised by those communities	Exhibitions Officer Project Officer Volunteers	Volunteers Co-creation participants Ultimately Museum visitors	Strong, enjoyable, informed, historically accurate exhibition Exhibition of interest to target audiences Skills development Representative and diverse exhibition
May – July 2015	Exhibition/collection development Text writing Schools participants to	Cardiff Story Museum	Volunteers Exhibitions Officer School participants WWI Project	Volunteers Co-creation participants Diverse communities	Strong, enjoyable, accessible, historically accurate exhibition Exhibition of interest

	<p>visit and critically assess interpretation in Cardiff Story galleries and attend workshops on text writing for museums</p> <p>Division of writing into appropriate volunteer or co-creation groups</p>		Officer	Ultimately Museum visitors	to target audiences Skills development
<p>July – August 2015 (museum created elements)</p> <p>And</p> <p>June/July 2015 (school participant created elements)</p>	<p>Exhibition/collection development Design of exhibition</p>	<p>Cardiff Story Museum</p> <p>Firing Line Museum</p>	<p>Exhibitions Officer</p> <p>Volunteers</p> <p>Designers (Cardiff Council in house)</p>	<p>Volunteers</p> <p>Diverse communities</p> <p>Ultimately Museum visitors</p>	<p>Accessible, interesting, enjoyable exhibition</p> <p>Skills development</p>
<p>July – August 2015 then throughout exhibition run</p>	<p>Exhibition/collection development Create and plan strong events programme to run during exhibition.</p>	<p>Cardiff Story Museum</p> <p>Firing Line Museum</p>	<p>Exhibitions Officer</p> <p>Learning and Outreach Officer</p> <p>Volunteers</p>	<p>Volunteers</p> <p>Diverse communities</p> <p>Museum visitors</p>	<p>Accessible, enjoyable exhibition for all interest groups, ages, backgrounds, etc.</p>

And June/July September 2015 (school participant input)	<p>Programme to create different events in order to target different audiences including specific sessions for diverse audiences</p> <p>Involve volunteers from diverse backgrounds to create ideas for events and be involved in the planning process</p>		<p>Project Officer</p> <p>School participants</p> <p>Other cultural organisations from Cardiff Remembers steering group</p>		<p>through strong events programme</p> <p>Skills development in events management</p>
July – September 2015	<p>Exhibition/collection development</p> <p>Create marketing plan for exhibition and events programme</p> <p>Involve same volunteers from earlier discussions and planning of events to consider and make recommendations re. the easiest way for communities to find out about events and feed into the marketing plan</p>	<p>Cardiff Story Museum</p> <p>Firing Line Museum</p>	<p>Exhibitions Officer</p> <p>Project Officer</p> <p>Volunteers</p>	<p>Volunteers</p> <p>Museum visitors and potential visitors</p> <p>Diverse communities</p>	<p>Exhibition and events programme will be successfully publicised in relevant and specifically targeted venues/media/etc. Visitors to museum and exhibition/events will be increased</p> <p>Skills development in publicity and marketing</p>

September 2015	Exhibition/collection development Installation of exhibition Volunteers will be given manual handling training and object handling training to enable them to assist with the installation of the exhibition	Cardiff Story Museum Firing Line Museum	Exhibitions Officer Volunteers	Volunteers Museum visitors	Accessible, enjoyable, safe exhibition will be created Skills development
September 2015 (exhibition open until end November)	Exhibition/collection development Launch and opening of exhibition	Cardiff Story Museum Firing Line Museum	Exhibitions Officer Projects Officer Volunteers	Participants and family and friends Volunteers Youth/community organisations involved Other stakeholders Funders Partners Cardiff Story Museum	Skills development in event management Pride in achievement by participants Publicity of project Stakeholders knowledgeable about project, and work Museum does
September – November 2015	Exhibition/collection development Publicity and marketing of exhibition and events	Cardiff Story Museum Social Media, internet	Publicity/Marketing volunteers Projects Officer WWI Project	Visitors (potential and current) Participants Museum	Visitors to museum to see exhibition and/or take part in events

	<p>programme</p> <p>Volunteers to work alongside the Project Officer to market the exhibition, writing copy, social media, press releases, etc.</p> <p>Focus on new ideas to market to young audiences and BME communities</p>		Officer	Funders	<p>Wide cross section of community engaged in heritage and learning from it</p> <p>Dissemination of participants' and project's achievements</p> <p>Skills development in publicity and marketing for volunteers</p> <p>Pride in achievement by participants</p> <p>Publicity for funders</p> <p>Stakeholders/public knowledgeable about project, and work Museum does</p>
From September 2015	<p>Exhibition/collection development</p> <p>Undertake evaluation, visitor research, dissemination of learning from evaluation – including training of volunteers to undertake evaluation (create visitor surveys, carry out visitor</p>	Cardiff Story Museum and community venues (as appropriate)	<p>WWI Project Officer</p> <p>Exhibitions Officer</p> <p>Learning & Outreach Officer</p> <p>Collections Curator</p> <p>Volunteers</p>	<p>Participants</p> <p>Museum</p> <p>Volunteers</p> <p>Funders</p> <p>Visitors</p>	<p>Volunteers trained in writing and undertaking visitor surveying and focus groups.</p> <p>Honest reflection of participants', volunteers' and visitors' experiences and views of project</p>

	surveys, focus groups) Volunteers trained in visitor surveying and evaluation	Dissemination via appropriate media (eg. Presentations, articles, etc.)			gathered Learning from evaluation used to improve and inform further and future work Learning from evaluation disseminated to community organisations, funders and to wider heritage /museum sector
End November 2015 - April 2016	Creation, design and production of learning and events resources Utilise learning from pilot learning project and events run during exhibitions, creation of downloadable resources for events and educational activities.	-	Project Officer in liaison with all partners, schools, participants.	Heritage and cultural organisations and venues throughout the UK Schools throughout the UK	High quality, useful resources created, to be able to be used by organisations and schools throughout the UK, utilising their own locality's FWW story and source material.
May – June 2016	Evaluation of Project Draw together final evaluation report and grant claim back.	-	Project Officer Liaising with Management Board and all		Grant claimed back Learning from project recorded and cascaded to partners

	Write case study article re. learning from project for Social History in Museums Journal and Y Mag		partners, participants, schools, etc.		and wider heritage/cultural sector
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