

Digital Projects: An introduction to managing them (half day)

Date: Tuesday 14 February, 2017

Time: 10am-1.30pm

Location: Museum of London, London Wall

Trainer / Facilitators: Rhiannon Looseley, Digital Learning Project Manager, Museum of London and Josh Blair, Digital Learning Coordinator, Museum of London

Using their two latest projects: the Fire of London website (www.fireoflondon.org.uk) and the Great Fire 1666 Minecraft experience (www.fireoflondon.org.uk/minecraft) as case studies, Rhiannon and Josh will provide **top tips** for successfully navigating some of the pitfalls of big projects with short deadlines.

You will have the chance to practise using a variety of go-to project management tools and discuss which ones to prioritise and when to find a shortcut when time is tight.

Rhiannon has over 10 years' experience managing digital projects in a museum context, and Josh is fresh from his first baptism of fire (pun intended!) with the Minecraft project, one that challenged some of the museum's working practices. This contrasting perspective provides a fresh look at how project managing projects like these works best in a museum context.

Programme:

10.00-10.30am	Arrival and refreshments
10.30-10.45am	Welcome and introduction
10.45-11.30am	Task 1: Initiating a project
11.30am-11.45am	Task 1 discussion
11.45am - 12.00pm	Break
12.00-12.45pm	Task 2: Planning a project
12.45-1.00pm	Task 2 discussion
1.00-1.20pm	Once a project has started
1.20-1.30pm	Roundup and close

Learning objectives

By the end of this course you will be able to:

- Understand the importance of taking time to plan a project
- Use new skills in project planning techniques
- Apply shortcuts for in the real world of museums.

Support towards Museum Accreditation:

Organisational Health:

Standard 1.4 Effective forward planning

Users and their experiences:

Standard 3.1 Good quality services and development

3.2 User focused experience

3.3 Effective learning experience

Please specify on your application any particular areas of need or focus and we will try and accommodate these into the day and tailor the session to the level/expectations of participants.

Please ensure you have your line manager's permission to attend before booking your place as confirmation is sent to the museum. Final confirmation of places will be sent out at least a week prior to the event. Please keep **14 February** available in your diary until your place has been confirmed. Priority is given to staff and volunteers working in non-national museums in the London region.

Refreshments will be provided.



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