

## **Planning and Managing the Relocation of Heritage Collections**

**Duration:** 4 hours

**No. of participants:** 6

**Venue:** Online (Zoom platform)

In this course, you will learn how to conduct assessments for the safe movement of collections, develop a project plan, define the project objectives, estimate costs and budgets, create realistic timelines and schedules, and manage risks. Through interactive sessions, templates, and scenario exercises, you will gain a thorough understanding of effective project planning for moving heritage collections.

### **Session 1**

#### **Needs Assessment and Defining Scope**

In this session, you will learn how to evaluate collection needs for a move and clearly define the project scope. Evaluating collection needs involves assessing what is required to successfully relocate a collection, determining how it should be handled, considering any specific preservation or storage requirements, and planning for logistics such as packing, transportation, and timing. You will learn how to estimate the number of objects, how long preparation and packing will take, and how to assess other logistical aspects such as transportation, storage requirements, and handling processes.

#### **Learning Objectives:**

- Understand how to evaluate the needs of a collection for a successful move
- Learn how to determine handling requirements and identify specific preservation or storage needs
- Develop skills to plan logistics such as packing, transportation, and timing for collection moves
- Learn to estimate the number of objects involved and the time required for preparation and packing
- Assess other logistical considerations, including transportation, storage, and handling processes
- Gain the ability to clearly define and document the project scope for collection relocations

## **Session 2**

### **Timeline Development and Scheduling**

#### **Description:**

You will learn how to create timelines and schedules that incorporate all project phases, milestones, and critical deadlines, while allowing flexibility for unforeseen delays or adjustments.

#### **Learning Objectives:**

- Develop a detailed move schedule that outlines all project phases, milestones, and deadlines, taking into account institutional activities and external factors
- Incorporate contingency buffers into the schedule to accommodate potential delays or unforeseen issues
- Coordinate timing with stakeholders and external partners to ensure an efficient and aligned move process

## **Session 3**

### **Budgeting and Resource Planning**

You will learn the process of resource planning, develop realistic time and cost estimates, and create a comprehensive budget that covers all aspects of the collection move. This includes identifying necessary packing materials, transportation costs, labour, storage, and other logistical expenses. You will also explore strategies for cost control, prioritizing resources effectively, and planning for unexpected expenses to ensure the move stays on budget.

#### **Learning Objectives:**

- Understand the process of resource planning for a collection move
- Develop realistic time and cost estimates for all aspects of the move
- Identify necessary resources, including packing materials, transportation, labour, and storage
- Create a comprehensive budget that covers all logistical expenses
- Explore strategies for cost control and resource prioritization
- Plan for unexpected expenses and incorporate contingency measures to stay within budget

## **Session 4 (optional)**

### **Risk Management and Contingency Planning**

#### **Description:**

You will learn to identify potential risks associated with the move—such as delays, damage to collections, or budget overruns—and develop strategies to mitigate these risks.

#### **Learning Objectives:**

- Conduct focused risk assessments specific to heritage collection moves
- Develop comprehensive contingency plans that include backup procedures, alternative schedules, and emergency responses.
- Allocate appropriate risk buffers within budgets and timelines to ensure project resilience.

#### **Course Leader**

Andor Vince is a Collections Care Advisor with over 20 years of experience in the heritage sector. Throughout his career, he has managed and provided expert guidance on a wide range of conservation and collections care projects, including the relocation of heritage collections.

Andor holds a Certificate in Program and Project Management from the Chartered Management Institute (UK). Over the past 15 years, he has taught project management to conservators and collections care professionals worldwide.

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