

## Project Management in Conservation and Collections Care Schedule and Course Content

Time (minutes)	Topics	Content
10"	Introduction	Basic housekeeping Definition of project Stages of project management
45"	Writing project proposals (Part 1)	Initiating projects Case study
10"	<b>BREAK</b>	
90"	Writing project proposals (Part 2)	Writing effective project proposals in practice
30"	<b>LUNCH BREAK</b>	
90"	Project Planning (Part 1)	Major elements of a project planning document Practical tools in planning projects Planning and managing project success
10"	<b>BREAK</b>	
60"	Project Planning (Part 2)	Planning resources Basic time and cost estimation techniques Basics of scheduling

Course duration approximately 6 hours including breaks.