HLF/IFA Workplace Learning Bursary funded training placement

Community Project Management at Museum of London Archaeology (MOLA)

Training Plan

Introduction

This document sets out the background to the placement, its desired outcomes and the skills it offers set against the National Occupational Standards in Archaeological Practice.

This placement is focused on developing project management skills and applying these to community archaeology projects. However, because a key task for the placement holder is to deliver a pilot project, there will be ample opportunity to develop additional skills in inter-organisation collaborations, event management and web-based dissemination. If the selected candidate does not have pre-existing buildings recording skills there will also be the opportunity to acquire the basic skills of this discipline.

Community archaeology and project management are skills have been identified as training priorities by the IfA in their assessment of sector skills.

Over the year, the placement holder will acquire the following key skills:

- A sound foundation in project management skills from project brief stage, through planning, organising and monitoring
- Community liaison skills including developing an appreciation of how public input can enhance archaeological output
- An understanding of the importance of design in data capture and the creation of useful outputs. This skill is important for any task in any sector that requires the interpretation of complex and large data sets
- An understanding of web-based records dissemination
- An understanding of project budget monitoring and control
- The trainee will acquire a kit bag of tools and references for addressing a range of project management and delivery problems
- An enhanced understanding of the EH standards concerning building recording and how these can be used as the basis for community projects to permit the creation of valid rapidly acquired multi-building data
- An understanding of the pitfalls and challenges in creating a lasting archive

Supporting staff

The trainee will be line managed by Dawn Jackson and will receive training and advice from other specialist staff listed below:

	Position	Support role (e.g. line manager, mentor, supervisor, peer)
	Operations Director	Manager, mentor
	Chief Information Officer	Mentors
	Foreshore Development Coordinator	
	Project Officer Senior Archaeologist,	
	HEA – Buildings Specialist	Supervisors

The trainee would also be encouraged to attend MOLA CPD seminars and relevant additional Health and Safety training, which although not essential for the project should enhance their CV and be useful for later career development.

Outcomes

At the end of the 12 month bursary the trainee will be able to:

1. Plan, manage and review projects using appropriate tools

2. Forge working partnerships between organisations to deliver community projects

3. Support community groups in delivering heritage-related projects and meeting their own community aims

4. Advise on web-dissemination of community projects

5. Understand the basic principles of building recording and how these can be adapted when working with non-professionals

Activities

Proposed learning goals	National Occupational Standards (NOSs) to be met	Learning activities and tasks	Who will support the bursary holder with this goal?
1. Learn how to plan and manage community buildings recording projects to ensure project participants and members of the public are kept safe at all times	AJ10	Completion of Health and Safety Checklist, completion of risk assessments; receive training in organisation's Health and Safety procedures.	Health and Safety Manager
2. Develop a working knowledge of some PRINCE2 project management standards and tools	tbc	Study relevant texts for PRINCE2 standards; have regular meetings with manager to discuss which tool or technique is suitable for use in different situations; use the tools and templates within the pilot project	Operations Manager
3. Be able to communicate effectively and clearly with staff from other organisations to explain coordinate project activities	tbc	Develop and rehearse presentations for project stakeholders; attend and represent MOLA at stakeholder meetings; give presentations to potential future funders of community archaeology	
4. Develop a basic knowledge of web dissemination of database information incorporating alphanumerical, image and sound file components	tbc	Work with IT and or volunteer staff to set up a web accessible / queryable database for project records; administer access to the new resource; develop training materials for the new resource	
5. Learn how to engage members of the public and maintain their interest in heritage projects	tbc	Coordinate and take part in events to find "the team"; collect and collate feedback on different stages of the project; monitor the response to different forms of communication – telephone, email, twitter, facebook, web-based project space etc	

A) Placement timetable

Proposed learning goals	Percentage of time primarily linked to this goal	Additional Training
1. Learn how to operate safely and follow Health and Safety and security procedures in the workplace; to be able to respond to emergencies and assist in the security of the workplace.	*<5%*	*Attendance on an in house IOSH "Supervising Safely" Course (3 days)*
2. Develop a working knowledge of some PRINCE2 project management standards and tools and use them to deliver a pilot project	*~ 25%*	*External PRINCE2 overview course (1 day)*
3. Be able to communicate effectively and clearly with staff from other organisations to explain coordinate project activities	*<5%*	*Potentially - On-line self-paced training (to be developed further – e.g. NLP Diploma*
4. Develop a basic knowledge of databases, data validation, web dissemination of database information incorporating alphanumerical, image and sound file components	*~ 35%*	
5. Learn how to engage members of the public and maintain their interest in heritage projects	*~ 35%*	*Attendance at relevant 1 day seminar*

The timetable below is indicative of project timescales. Green bars represent project management process training and skills development and the yellow bars represent the elements of the community pilot project used to demonstrate the skills.

Task	2012		2013									
	November	December	January	February	March	April	May	June	July	August	September	October
MOLA Familiarisation	▭											
Project Briefing	▬											
Project and Product Planning Techniques		▬	▬	▬								
Meetings with potential partner groups		▭	▭									
IT scoping and tools development			▭	▭								
Buildings skills development		▭	▭	▭								
Project Plan development			▬	▬	▬							
Project approval						▭						
Implementation							▬	▬	▬	▬	▬	▬
Community Sessions							▭	▭	▭			
Project Monitoring							▬	▬	▬	▬	▬	▬
Concluding event(s)											▭	
Project Review										▬	▬	▬