COURSE SCHEDULE

DATES			MODULES
3:30-6:00 PM (GMT +7)			
S E P T E M B E R	Weeks 35/36	*At one's own pace*	**1. INDUCTION** Participants will have used each and every feature of the course platform and of any other social media we decide to use.
	W 37	Mon 13	**2. GETTING TO KNOW EACH OTHER** Participants will: a) get acquainted with the course team and fellow participants; b) understand how we will work and share a common goal for the course.
		Wed 15	**3. GETTING TO KNOW YOUR MUSEUMS** Participants will recognize similarities and differences between their situation in storage and that of others, which can encourage collaboration across institutions.
	W 38	Mon 20	**4. FROM A GROUP TO A TEAM** Participants will: a) identify what are the essential characteristics of a team. b) learn how to recognize a good objective (action verb, conditions, measures of success).
		Wed 22	**5. COMMON TERMINOLOGY & COMMON TOOLS** Participants will practice essential skills (how to be precise, how to read and draw a plan), and identify and prepare their working space (with equipment etc.)
	W 39	Wed 29	**6. CONNECTING STORAGE WITH MUSEUM FUNCTIONS** To recognise/appreciate, and optimize the role of storage within the bigger picture of the museum system.

O C T O B E R	W 40	Mon 4	**7. THE COLLECTION VALUE** Participants will be able to: a) explore relative importance/quantifying value distribution and create a value pie; b) to identify and map what is collection/non-collection in their museum storage.
	W 41	Mon 11	**8. IS YOUR BUILDING PUTTING YOUR COLLECTIONS AT RISK?** To recognise and communicate the importance of the museum building for the protection of collections in storage, comprehensively identifying the risks in one's particular context. To develop cost-effective options to reduce the risks identified.
		Thu 14	**9. DEALING WITH ACTIVE DETERIORATION** To identify actively deteriorating objects in storage, and have them adequately isolated or segregated for conservation treatment/action before returning to storage. **10. FINDING OBJECTS IN STORAGE** Participants will be able to design a location system that allows easy identification and retrieval of objects in the storage.

| O C T O B E R | W 42 | Mon 18 | **11. CATEGORIES OF OBJECTS AND REGROUPING PRINCIPLES**
Participants will be able to:
a) compare the pros and cons of different categorisation systems (by types, materials, and origin or period);
b) group the different types of objects by categories of size and weight and relate those categories to the types of furniture.

12. DEVELOPING CREATIVE STORING AND PACKING SOLUTIONS
Given specific outliers of their collections, participants will be able to propose at least 2 options for each of the outliers. |
| | W 43 | Mon 25 | **13. OPTIMIZING FLOOR SPACE**
Using floor plans, participants will be able to determine how they could rearrange the layout to optimize floor space and how many more extra units and of what type you could add.

14. OPTIMIZING UNIT SPACE
By the end of the session, participants will be able to:
a) visually estimate the fullness of their storage units (%);
b) create a map to represent the fullness of their storage units and calculate the average unit fullness for each room;
c) visually estimate the overall room height usage (%);
d) calculate the overall storage fullness (%) |

| N O V E M B E R | W 44 | Wed 3 | **15. HOW TO MAKE A RE-ORG PROJECT PROPOSAL**
Participants will be able to:
a) define their RE-ORG mini-projects, and needs for equipment and supplies (i.e. budget)
b) prepare a RE-ORG project tracking chart, identifying project risks & mitigation measures |
| | Weeks 45-46-47 | | Preparation of the RE-ORG plan pulling all the elements together. |

D E C E M B E R	W 48	Wed 1	**16. YOUR RE-ORG PROJECT – MINI CONFERENCE** Participants and future mentors will share their RE-ORG proposals and projects. NB: participants will present what has been achieved so far, and their project proposals
		Thu 2	**17. CONCLUSION**
	Weeks 49-50	Wed 15	*Deadline for presenting grant request to ICCROM*

JAN-APR 2022	Follow-up projects (distance mentoring)