



Guidelines for international museum projects



The following guidelines were developed during the live meeting of the German-Polish Museum Dialogue. As they were prepared by both the project's organizers and its participants, they represent both perspectives and are meant to facilitate the work on either side. The guidelines are intended for digital and live projects as well as hybrid solutions. The best set-up for an international project includes both virtual tools and live meetings.

We wish you a fun and successful project and hope that the guidelines we prepared will be useful for you.

→ COMMON GOAL

As a starting point, agreeing on a common goal and finding a mutual understanding is crucial.

- Why are we doing this?
- What helps us define a good/bad project?

Methods: *brainstorming, concept board*

→ OPENNESS

All team members need to be open to new perspectives and concepts.

- What can we find out about each other?
- How much can everyone compromise?

Methods: *icebreaker games, informal meetings*

→ DIVERSITY

An understanding of the importance of diversity is necessary.

- How diverse is everyone on the team?
- What identities do we have on board?

Methods: *awareness training, diversity audit*

→ SHARING KNOWLEDGE

Everyone should be willing to share tools, methods and knowledge in the group process.

- What methods, tools and concepts do we want to use?
- How can we share knowledge and skills?

Methods: *communication platforms, content management tools*

→ TIME AND RESOURCES

Everyone should commit to a fixed time schedule and invest a certain amount of time and effort.

- What is our schedule, how often do we meet and for how long?
- What are our milestones?

Methods: *online calendars, project management tools*

→ FLEXIBLE WORK ENVIRONMENT

Digital tools and diverse collaboration methods are beneficial and should be used.

- How do we split online and offline work?
- Which part of the process can be solved digitally?

Methods: *collaborative web platforms, fun activities*

→ TEAM MANAGEMENT

It is important to define roles and form a dedicated team from the beginning of the project.

- Which roles and which skill sets are needed?
- What will the kick-off event be and how will we organize it?

Methods: *team management tools, team building activities*

→ AGILITY

The team requires flexibility to take on different roles in the project.

- What are our roles?
- Which roles are interchangeable?

Methods: *personality tests, agile management*

→ INSTITUTIONAL SUPPORT

The work is much easier if the team has support from the members' organizations or others.

- What type of aid can we get?
- How do we convince our institutions of the importance of our project?

Methods: *project idea pitch, attractive visual project presentation*

These guidelines were created collectively within the framework of the German-Polish Museum Dialogue, during our live meeting in Görlitz in March 2022. We would like to thank the participants for their engagement.

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