**

**CE Workshop Evaluation Form**

**Arrangement and Description Track**

Workshop **Evaluation Form:**

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| --- | --- |
| **Title** | Project Management for Archivists |
| **Reviewer:** | James Roth |

Directions:

* Quantitative: Each item below begins with a **bolded** statement. Score each with a 1-5 ranking to indicate your assessment of the veracity of that statement based on your review of workshop overviews/agendas, evaluations, and other materials.
* Qualitative: In the comments section for each item below, please respond to the additional questions posed and any related issues that this workshop raises for you.
* Provide any additional assessments or comments not relevant to one of the specific, numbered areas in the space provided following the table.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| *Please place an “x” in the appropriate column, use* ***1=low****, undesirable, to* ***5=high****, excellent.* | | | **1** | **2** | **3** | **4** | **5** |
| 1. Does the content **appeal to its specified audience**? Does it indicate specific categories of archivists and/or levels of expertise to assist potential participants in determining the workshop's relevance for them?  Comments: This should appeal to the specified audience. Yes, it is very specific, geared towards project team members. Perhaps it should add administrators who oversee projects/project managers. | | |  |  |  |  | X |
| 2. To what extent does the subject matter **reflect current archival practices** and theory commonly accepted in the profession?  Comments: This is more about management theory and not archival practices per se. HOWEVER, every Archivist should take this course. I want to take this course! This fits so well with how to plan for a processing (A+D) project. | | |  |  |  |  | X |
| 3.. How **relevant/appropriate are the teaching and delivery methodologies** (lecture, video, PowerPoint, exercises, film, audiotape, discussion, simulation, case study, opportunities for in-course feedback, etc.) to the articulated goals and objectives, and to the content?"  Comments: Lecture, handout, and discussion/hands-on exercises. Very relevant/appropriate. The handout is exceptional! It looks professionally done. | | |  |  |  |  | X |
| 4. How workable is the **time line** or **agenda** for the course? Is there sufficient detail to indicate how the workshop will evolve? Does it allow sufficient time for active engagement between course participants and the instructor(s)?  Comments: Perfect 1 day. Well balance and seems to detail how the workshop evolves over the course of the day. | | |  |  |  |  | X |
| 5. To what degree does the **list of assigned readings** support the content of the proposal?  Comments: No real assigned readings, but the bibliography is exceptional! Well balanced set of articles to choose from. Very impressive. | | |  |  |  |  | X |
| 6. Does the presentation support the Learning Outcomes in the descriptions?  Comments: Yes it meets the Workshop Objectives, but does not specifically state Learning Outcomes. | | |  |  |  | X |  |
| **A&D Track Considerations** | | | | | | | |
| 1.Does this content bridge, enhance, and/or build on other workshops (If so, please name) | This workshop doesn’t build on the content of other workshops, but it does build on creating good management structure for A and D projects. Any new processing archivist who is put in charge of a large scale project should take this course. | | | | | | |
| 2.Does this build on other workshops not on the list? | I think this complements “Arrangement and Description of Manuscripts Collections”, “Basic Imaging: How to Do a Small Digitization Project”, and any other workshop that outlines a specific project based approach. | | | | | | |
| 3 Should this be part of the A&D Track? | Yes, I believe it should be a part of the A&D track. | | | | | | |
| 4.Where would this workshop fall in the sequence of an A&D track? | It should be beginner/intermediate level. | | | | | | |
| Why? | Helpful to both new archivists put in charge of a project, or intermediate archivists who are taking over a department and need to hone their management skills (excluding supervision/management issues). | | | | | | |
| 5. What tier does this workshop fall in? (See attached tiers) | Tactical and Strategic. | | | | | | |
| 6. Target Audience | Practicing Archivists: beginning and intermediate. Perhaps even new managers and administrators. | | | | | | |
| 7. Is the suggested prior “experience/knowledge” appropriate? | I couldn’t find “experience/knowledge” listed. I don’t think it requires prior experience/knowledge. | | | | | | |
| 8. Learning Outcomes:  Are they appropriate and/or relevant? | Stated as Workshop Objectives. Yes, appropriate and relevant.. | | | | | | |
| 9. What should they be?  Please list learning outcomes. | Stated as Workshop Objectives:  • understand basic project management concepts and the project life cycle;  • be able to utilize simple but effective project management tools and techniques; and  • be able to evaluate project outcomes and disseminate project information.  • recognize how positive personnel management adds to a successful project;  • begin to understand how all of your experiences, personal and professional, will help when managing projects; and  • learn to be comfortable with your project management role. | | | | | | |
| 10. Can you make suggestions for competencies this workshop would fulfill? |  | | | | | | |
| 11. Would parts of the content lend themselves to a different format? | |  |  | | --- | --- | | Check one: Webinar:   * 30 minute * 90minute | In person:   * 1/2 day * 1 day * 2 day | | | | | | | |
| 12. Which parts? | n/a | | | | | | |
| 13. Does it lend itself to repurposing as an audio CD? | no | | | | | | |
| Which parts? | n/a | | | | | | |

Other comments:

I want to take this course! The handout impressed me greatly. I think every archivist who is put in charge of a project should take this workshop.