**

**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?  |

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| Check one: Webinar:* 30 minute
* 90minute
 | In person:* 1/2 day
* 1 day
* 2 day
 |

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| 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.