



# Congratulations, your museum is Accredited!

## Use these Top Tips to capitalise on your hard work



### 1. File it

Maintain a file – either hard copy or digital – of all the documents associated with Accreditation, to provide continuity, mitigate against loss of institutional memory and help pull the information required for the Triennial Review together with minimal upheaval.



### 2. Tackle Areas for Improvement

Don't let them hang about! Plan how you'll address them. If this involves a significant amount of work, add them as Objectives / Actions in your Forward Plan so that they are included in the overall plan of work for the coming months and don't slip off the radar.



### 3. Share the knowledge

Make sure the people who are responsible for an area of work – staff and volunteers – are familiar with the policies, procedures and plans that relate to it and have easy access to a copy of each to refer to if necessary.



### 4. Monitor progress

Have the Forward Plan as a standing item on all management/governing body meeting agendas and report progress against each specific objective currently being worked on. This will confirm that everything is on track or highlight slippage at an early stage and enable additional resources to be allocated or the timeframe to be adjusted.



### 5. Use the Forward Plan

Forward Plans include longer term aspirations – a Vision and Key Aims – and the shorter term steps and goals that will enable the museum to achieve them – the Action Plan. Three years is the recommended timeframe for an Action Plan, with Yr 1 worked up in detail, Yr 2 slightly less so and Yr 3 purely in outline. By the fourth quarter of Yr 1, the detail of Yr 2 can be firmed up and so on with Yr 3.



### 6. Spread the load and delegate

Keep a schedule of all your policies, agreements and expert reviews, noting the date they were signed off and the date for the review. Build in time to consult stakeholders, check out whether the document works, is still relevant and reflects current circumstances. Also, why not delegate the responsibility for evidencing compliance with the Accreditation standard to others?



### 9. Keep up the conversation

Knowing who your users and non-users are and what they want is key to running a successful museum. Nurture the links you made and the procedures you developed when applying for Accreditation to gather ideas and evidence to inform your programmes and advocate your cause.



### 8. Stay in touch with your Museum Mentor

This can be by email, phone or in person at the museum. Your mentor is a really useful source of information and support – a cross between a critical friend, an encyclopaedia and a gateway to other sources of help.



### 9. Stay networked

Learning from others, tackling challenges together and realising you are not alone all help museums thrive. If you are struggling with some aspect of Accreditation, you can guarantee someone has been there before and there's advice out there to help you through.

### 10. Remember your museum's Statement of Purpose