



# **Museum Operations: A Handbook of Tools, Templates, and Models (American Association for State and Local History)**

*Samantha Chmelik*

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Today's accelerated pace of decision-making combined with the emphases on accountability and transparency has created the need for analytical tools and templates to support the decision-making process of museum staffs and boards. *Museum Operations: A Handbook of Tools, Templates, and Models* contains research and analytical tools, templates, and models – giving museum professionals processes and procedures for analyzing information and making decisions that are then easily explainable to staff, board members, donors, patrons, and other stakeholders.

The book consists of four parts.

- Part One is an overview of the research project management process.
- Part Two introduces the 19 tools, templates, and models that can be used to collect, analyze, and present research results and recommendations. It also explains what each tool, template, or model is, what it does, when it should be used, and how it should be used.
- Part Three presents six fictional case studies that show when and how the tools, templates, and models can be used in situ.
- Part Four contains blank, instructional versions of the tools, templates, and models for the reader's use.

Additional resources related to project management, research and analysis, and presentation skills are also included.

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