Creative Ways to Make Deadlines While Collaborating from Home

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Let’s start with general tips for working together remotely...
Making Time, Finding Balance

How do I stay motivated and accomplish my tasks? How do I balance my work time with other (new) responsibilities?

1. **Everyone is balancing new responsibilities** right now. Be careful to respect each other’s time.

2. **Block time in your calendar** for work that needs to be done.

3. Schedule meetings by asking about availability (Doodle Poll, etc.). **Don’t assume people are available when you are.**

4. **Adhere as best you can to your “typical” routines.** Consistency where you can still find and maintain it will help!

5. **Set a timer** to help with focus.

6. Make sure **others in your home** know your schedule too!
Staying in Touch, Tips for Communication

Plan to connect regularly. Frequent check-ins are important.

1. **Determine which communication channels are needed.**
   - Examples:
     a. Individual and manager (or team member and team lead)
     b. Team and cross-team
     c. Management peers
     d. Organization-wide

2. **Set a schedule for communication.**
   - a. Stick to the meetings scheduled before the closures.
   - b. Consider how often you connected in person through “pop ins” and other spontaneous conversations, and before and after other meetings.
   - c. It’s important to check in more often when working remotely than when working in the same office.
Staying in Touch, Tips for Communication

There are apps and software out there that can help! Google Hangouts
Staying in Touch, Tips for Communication

There are apps and software out there that can help! Zoom
Staying in Touch, Tips for Communication

There are apps and software out there that can help! Bluejeans
Managing Teams and Projects

How do I set expectations and deadlines, track progress and support my team?

1. **Autonomy and Accountability** - Understand factors affecting performance to set reasonable expectations.
   a. What else are you juggling at home? What flexibility do you need?
   b. How will you get your work assignments completed?
   c. During what hours is everyone on the team expected to be working?

2. **Create healthy boundaries for yourself and respect boundaries of others**

3. **Communicate changes in your situation**
   a. How do you communicate to your immediate team when you are available and when you will be offline?
Managing Teams and Projects

(cont.)

4. Set deadlines or assign tasks in a shared software platform or through calendar appointments.
   a. Basecamp “to-do” lists feature; set notifications so that you are aware when tasks are completed and so the next person in the process knows to begin
   b. Assign tasks in Outlook as reminders of deadlines

5. Assemble resources for your team that will help them.
   a. Make sure they have access to the technology required for work.
   b. Make sure they have access to information or files in cloud-based software.
   c. Make sure they know how to contact you when they need help.

6. Provide instructions for the team. “This is how we are going to get work done and how it works.”
Managing Teams and Projects

There are apps/software out there that can help! **Basecamp**
Managing Teams and Projects

There are apps/software out there that can help! Microsoft Teams
Managing Teams and Projects

There are apps/software out there that can help! **TeamGantt**
Let’s talk about best practices for meetings...
Meetings are more important than ever!

Physical meeting rules still apply.

1. Create and stick to your **agendas**.

2. Make sure everyone gets to speak. “**Pass the mic.**”

3. Smaller meetings are usually more efficient, but it’s still important to **make sure everyone who needs to be in the meeting is in the meeting.**
Tips: Virtual Meetings

We have a few other rules that help with virtual meetings

1. **Test the technology** before your call. Make sure your app is updated. Allow a few minutes for everyone to get settled with the tech.

2. **Mute yourself** when you aren’t talking.

3. Practice **active listening** skills, and show you are paying attention.

4. **Take a few minutes to embrace seeing your team!** Acknowledge the elephant in the room, connect and share.

5. Have a **distraction-free space** for calls.
Let's look at creative ways we've brainstormed projects virtually...
Overview: Brainstorming

How can we generate ideas and solutions when we can’t be in the same room with one another?

Examples we will share:
1. Video calls and phone calls
2. Chats
3. Idea lists
4. Brain-writing
5. Mind-mapping
6. Inspiration or Idea Boards
Brainstorming Phone or Video Calls

Example: Zoom and Microsoft OneNote, Children’s Museum
Noteboards and Whiteboards

Here are a few ideas for setting up “noteboard” space at home for phone/video call brainstorms.

**Note:** If you are using Zoom, you can use their “whiteboard” feature.

*Using post-its to track ideas?* Your wall, refrigerator, and other surfaces work well!

*Want to write all over something?* Prop a notepad up near your webcam!
Idea Lists or Brainstorm “Chats”
Example: AMM Conference Theme Justification List in Basecamp

Museums Evolving: Justification

Why? This concept - the evolving museum - is very timely.

- In 2019, we have talked about the changing expectations (internal and external). In 2020, we want to carry that conversation forward as we look toward the museum of the future, explore more deeply the role of a museum, and even generate solutions for challenges related to financial sustainability, representing and engaging diverse audiences, and remaining relevant.
- Museums have changed quite a bit since their origin. Many museums are continuing to evolve in response to the needs and values of their (current and desired) audiences, redefining what they offer and attempting to maintain relevance.
- ICOM recently released a new definition of museums, and it is heavily debated. So much so that they delayed a vote to approve it. What is a museum today? How fluid or strict should that definition be considering the varied audiences museums serve, collections they hold, etc?
  - Note that Kiersten Latham from Michigan State University will be part of the discussion/vote this year.

Jennifer Van Haelen, Assistant Director (WFM Board Member)
Another evolving museum in the Madison area: The Chazen Museum of Art will also be involved in the Madison YWCA racial justice program and working with them to make the Chazen more inclusive. In addition, I just listened to a bit on WPR that they changed their hours to be open more when people can come (instead of business hours), got rid of their gift shop in favor of a cafe, and are trying to make their front line experience more welcoming.

Andrea Selbig, Collections Registrar
Indeed, the Chazen Museum of Art has made huge changes this year. I was just going to suggest that the Chazen director and/or staff will be great on a panel or even presenting. We increased our open hours to 72 hours/week (the "most open" museum in the country), we started a new YSA program, eliminated all unpaid internships/practicing, etc., and collaborated with campus to open a cafe: all in the name of inclusivity.

Anna Altshwager
Hi all.

WFM is also doing a partnership with YWCA similar to the Chazen. It’s been a really challenging and rich experience so far, and certainly asks us to consider the evolution of all facets of our work.
Brain-Writing in Google Docs

Example: Exhibit Concept Brainstorm

Let's brainstorm around one idea and see where it takes us. Write an idea in response to the question below, and pass it to a teammate to continue the work.

1. Describe one idea in the space below. Drop in images or links that help express your idea.
2. Invite a teammate to use a different color font and contribute to your idea.
3. Early draft of Exhibit Concept Brainstorm.

We would like to create an exhibit about the history of medical imaging technology using objects from our collection and the collection of our partners. We do not want the exhibit to be a timeline. Available collections objects and archival materials include an X-ray machine, early X-rays, mammogram images, CT scans of a brain, an endoscope (c. 1970), and ultrasound equipment. We are able to borrow additional objects and acquire rights to images from other sources.

What approach might we take with this story without simply placing the objects and stories in chronological order, like a timeline?

Upon further reading, maybe obstetrics isn't the best example for ultrasound imaging. Brain tumors, instead?

X-ray images of the brain are being used to identify tumors. Ultrasound imaging can be used to detect brain tumors. However, these methods are not always accurate and require further medical procedures.
Mind Mapping in Mindmeister

Example: Exhibit concept brainstorm

Celebrating 200 years of Hoosier pride in our land, ingenuity, legends and community spirit.
Inspiration or Idea Boards

Example: Pinterest Board, Crayola Exhibition
Inspiration or Idea Boards
Example: Dropbox, Evolution Exhibition TBD
Inspiration or Idea Boards

Example: AMM Conference Branding Inspiration Board in Basecamp
Tips: Brainstorming

1. **Prime the brainstorm** with key messages, goals, inspiration images for team to think about ahead of time.

2. **Use the computer to your advantage!** Search the internet as you brainstorm, add to shared documents, etc.

3. **Pinterest is great for digging deeper**, finding new ideas based on your previous searches.

4. **Consider learning and work styles.**
   a. Writing methods may work best for those who read, process and contribute. Just give them a deadline!
   b. Visual methods may work best for those who feel more comfortable sketching, with trial and error, etc.
Let’s look at creative ways we’ve developed content virtually...
Overview: Content Development

How can we develop our project content virtually?

Examples we will share:
1. Collaborative documents
2. Chats and comments
Collaborative Documents

Example: Microsoft Teams, The Children’s Museum
Collaborative Docs & Comment/Chat Features

Example: Google Docs/Slides
Tips: Content Development

1. **Play tag team.** Share documents for team input.

2. **Get on the phone.** Don’t let yourself or your team fall into silos.

3. **Use standard fonts** so that documents open without error.

4. **Notify people when you make changes** to shared documents, such as “track changes,” or assign one person to manage changes with everyone else commenting only.
Tips: File Sharing

1. **Set standard file formats and folder structures** for ease of accessing information and searching materials.

2. Recommend using **cloud-based files**, to avoid confusion with versions of documents, etc.

3. Make sure someone is your designated “driver” for the server. Who’s managing your backup versions?

4. **Software** that can help:
   a. Dropbox
   b. Google Drive
   c. Microsoft Teams
   d. Box
   e. Basecamp
   f. Dropbox Paper
Let’s look at creative ways we’ve collaborated with design and production virtually...
Overview: Design and Production

How can we communicate and collaborate with designers and fabricators?

Examples we will share:
1. Collaborative documents and artwork files
2. Annotated PDFs/Design Markups
3. Screen Share with Drawing Tools
4. SketchUp
5. Progress Photos or Video Tours
Collaborative Documents/Artwork Files
Example: AMM Conference E-Blast Copywriting and Layout in Basecamp
Annotated PDFs/ Design Markups

Example: Indiana Bicentennial Exhibit
Annotated PDFs/ Design Markups

Example: Glazer Children’s Museum Publix Exhibit Floor Plan
Annotated PDFs/ Design Markups

Examples: Google Slides and Zoom
Screen Share with Drawing Tools
Example: SketchTogether (free!)
Create and Share in SketchUp

Example: SketchUp, Dance! (2017)
Progress Photos or Video Tours

Example: Prototype photos shared via WhatsApp, Fables Across Time
Progress Photos or Video Tours
Example: Progress photo sharing, *Pompeii: The Exhibition*
Tips: Design and Production

1. **Not everything can be done virtually** (fabrication, installation, etc.). For today’s situation:
   a. Delay the installations and openings, if you can, for the safety of all.
   b. Only essential staff, within the CDC limit of 10 people

2. **Communicating inside and outside your organization.** You may use different tools to collaborate but the same communication tips apply.
   a. Make sure that you’re using a common language

3. **Tap into museum networks** for assistance in areas where you have projects in the works. Don’t be afraid to ask for help!
   (Examples: AMM, TEN LinkedIn group, NAME Facebook Group, etc.)
Questions?
Resources:

1. AAM’s Tips for Working Remotely: https://www.aam-us.org/2020/03/12/15-tips-for-working-remotely/

2. IDEO’s Tips to Work Together: https://www.ideo.com/blog/4-ways-to-work-together-when-we-cant-be-together?fbclid=IwAR24k3T6snqojeMMoII36jx_lxrUJpMYrJNgt1iSITqczBNJZKeVIzjv2Y

3. NISE Net: Tips for Working Remotely: https://www.nisenet.org/blog/post/tips-working-home?fbclid=IwAR3SQ9Ptr8aQ-IGjIrajs-eYEOIILARGDnTmJbNwWnZtLNYBIE7r3N5dros

4. If you need remote exhibition help. Traveling Exhibits Helpers Google Sheet

5. Brainstorming and chat mode in Mindmeister


7. Cynthia Sharpe’s Tips for Telecommuting: https://thinkwellgroup.com/2020/03/23/cynthia-sharpes-tips-and-tricks-for-telecommuting/?fbclid=IwAR0iLbZmfmMKynLseGTqp2PAOhmuwMsITqLXUeL1VBVJUjvxpeprJkxSMx0
## Software Reviews and Discounts:

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<th>Product</th>
<th>Cost</th>
<th>Best Team Size</th>
<th>Participant Limits</th>
<th>Available Discounts</th>
<th>Notes/Reviews</th>
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<td>Basecamp</td>
<td>$99/mo</td>
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<td>BlueJeans</td>
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<td><a href="https://box.com">Box.com</a>, Available on Tech Soup</td>
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<td>GSuite</td>
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<td><a href="https://gsuite.com/licenses">Gsuite licenses</a> get you access to all Google products (Hangouts, docs, etc.)</td>
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<td>Microsoft Teams</td>
<td>$8/user</td>
<td>All Sizes</td>
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<td>Included in Microsoft Office 365</td>
<td>May be the most natural transition, as many people use <a href="https://office.com">Microsoft Office 365</a></td>
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<td>Mindmeister</td>
<td>Free/ 3 charts</td>
<td>Small (1-10) Medium (11-25)</td>
<td>Unlimited, recommend staying under 25</td>
<td>FREE</td>
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<td>100 in free and Pro plans</td>
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<td>Available on <a href="https://techsoup.org">Tech Soup</a> / Free version has participant and time limits for meetings</td>
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