

Stories of Harrow



H HEADSTONE
MANOR &
MUSEUM



Harrow Giving

How to use this tool

This project planning tool will help you plan all the key elements of your Heritage project. You can do this digitally using an online tool like Canva or you can do it on a big sheet of paper with sticky notes. The aim is to help you think, plan AND notice where you don't have any information. Gaps or areas that don't have any information are areas where you need to do more thinking or research.

Use the questions and subheadings in Stories of Harrow Project Plan on page 3 to help you fill out your own plan. There is a blank template on page 4. You can also use this as a living plan throughout the duration of your project. Remember - you can always book onto an online workshop or Q+A session or reach out to Alex on alexm@vah.org.uk for help. Good luck!

Stories of Harrow Project Plan

Project Idea

Title and Summary

- What heritage do you want to better understand, or preserve, or share with future generations?
- How does this heritage relate to and connect with Harrow?
- Why does this matter? Is it at risk of being lost?

Project Objectives

- What is the main purpose?
- What impact do you want to have?
- Outcomes - what do you want to achieve?

Scope of Work

Define the deliverables and boundaries - inclusion/exclusion) of the project

How does this heritage relate to / connect with Harrow?

BE SPECIFIC
CREATE CLEAR PARAMETERS
(time period, historical event, profession, theme / topic of interest)

Research

- What information / knowledge do you have about this heritage?
- What sources or evidence do you have for that information? (tangible/intangible).
- Where you can find additional information to help create context for your project?
- Are there other people in your community with similar stories? (Oral Histories)
- Have there been any books or articles written on this heritage that your project could add to or create a contrasting story to?
- How can you best document or record this information?
- Do you have a research question? (Heritage will be better preserved and explained)

Key activities -

- What will you do? with whom? Where?
- Training
- Recruiting and managing volunteers
- What form will your research activity take?
- How will you celebrate and share your heritage
- Evaluation and monitoring

Project participants

- Who is involved in the project?
- Who will learn about heritage?
- (More people will have learned about heritage)

Key Partners + Stakeholders

- National Heritage Lottery Fund
- Steering group /Harrow Giving/
- Voluntary Action Harrow
- Headstone Manor Museum and Archives
- Heritage Network / Peer support
- Volunteers
- Evaluation consultant

Audiences

- Who will you engage with heritage?
- Who will attend your project sharing events / celebrations?
- (More people will have learned about and been involved with heritage activities)

Milestones + Key dates

Channels

Marketing and communications - how will you tell people about what you are doing? Who do you want to reach and engage with heritage?

*Acknowledging National Heritage Lottery Fund and Harrow Giving.

Risks

Think about the possible risks and ways to anticipate, manage and mitigate these.

Key Resources

This includes not only budget, but personnel, equipment and external support
For example -
Who will lead the project (project team - doing research / organising events or workshops / planning celebration or sharing/ evaluation and monitoring), what skills or knowledge do you need? Do you need to recruit volunteers (volunteer recruitment training and support offered by VAH), what equipment do you need - website / recording devices etc

Budget and Expenditure

Stories of Harrow Project Plan

Project Idea

Project Objectives	Research	Key activities	Key Partners + Stakeholders	Milestones + Key dates
Scope of Work		Project participants	Audiences	Channels
Risks	Key Resources		Budget and Expenditure	