MV HLF Project Plan (10.11.17)

	2017		2018										
	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18
ACTIVITY													
PLANNING & PREP													
Appoint to graphics and web design role													
Appoint community engagement worker													
Liaison with community groups and volunteers													
Liaison with Derbyshire Record Office													
RESEARCH & GATHER - Community engagement worker works with project working group and Derbyshire Record Office to consolidate information already held about the disasters and to source new contacts and further information from families/ community and identify miners stories													
Working Group Meeting 1 (15 November 2017)	15th												
Assemble volunteer team to support research and event delivery													
Volunteer training at DRO													
Volunteer research days													
Call out for contacts / PR for project (local media), grow working group and find families and identify stories													
Support online/ social media activity													
Public pop up at existing events (min 4 in surrounding villages) supported by volunteer team													
Attendance at local meetings/ groups													
Research at DRO and MACE (Media Archive for Central England) and other resources													
Working Group meeting 2													
Consolidate research/materials into central file supported by DRO best practice													
DISCOVER & LEARN - learning programme - delivering events in local community settings, as well as with specific community groups. Volunteers, including young people from local secondary school supported by community engagement worker to record oral histories and gather primary source material													
Learning programme planning													
Public open events x 2													
Community group sessions x 6													
Schools sessions - Secondary x 6													
Schools sessions - Primary x 6													
EMOHA Oral history training x 2 one day courses													
Photography of participants/ local area													
Working Group meeting 3 (April?)													
SHARE & REMEMBER - Website and e-publication (incl. limited hard copy print run) delivered to capture mining history of Markham. Celebration and sharing events delivered including speakers to share history gathered.													
Graphic design (branding) and website development													
Content direction / overall concept - web/ print/ events (Stephen Broadbent to support)													
Working Group meeting 4 (Sept?)													
Public sharing events including speakers x 2													
Summarising and indexing oral histories gathered, ensure permissions are in place													
Publication/ e-publication design and print (min 50 hard copies)													
Marketing and promotion													
Working Group meeting 5 - evaluation (Nov?)													
Consolidate project archive, DRO advise on digital preservation, prepare project archive for deposit with DRO													