

# Record Keeping, Communications and Celebrations

Workshop Session 4:  
Delivering the Project part 5

# Record Keeping

Work as a group

Task 1

Write down 3 reasons why keeping good records is important in a Heritage Buildings Project

5 mins

# Communications

Work as a group

## Task 2

Down the left hand side of the flip chart paper write down as many potential problems over communication on a heritage project as you can think of (aim for 10)

5 mins

# Communications

Work as a group

Swop flip chart sheets

Task 3

On the right hand side of the page, try to identify solutions to each of the issues identified on the left

10 mins

# Celebrations

- You get your funding, planning permissions, architect and developer/builder

**Hooray – time for a party**

- A project could take 2 – 10 years to complete - wait till the end ?

**Boo – party goes flat**

# Milestones, not Millstones

## Celebration and Communication

- Stages/Chunks
- Inform supporters
- Sustain enthusiasm
- Keep the 'story fresh' and alive
- Develop press contacts & social media content
- Recognise each other's efforts
- Its not all hard work – make room for fun