



Native American/Native Hawaiian Museum Services

Sample Application MN-259435-OMS-26

Suquamish Indian Tribe of the Port Madison Reservation

Amount awarded by IMLS:	\$230,082
Amount of cost share:	\$0

The Suquamish Indian Tribe of the Port Madison Reservation will support the management and care of the Suquamish Museum collection by improving documentation, storage, and daily use of its holdings. The Tribe will hire a full-time Collections Management Specialist to update cataloguing methods, reorganize storage, and complete a full item-level inventory for over 7,000 items. The project will result in enhanced preservation and practical availability of Suquamish records and objects, making it easier to use for Suquamish members, researchers, and visitors.

Attached are the following components excerpted from the original application.

- Narrative
- Schedule of Completion
- Digital Products Plan
- Performance Measurement Plan

When preparing an application for the next deadline, be sure to follow the instructions in the current Notice of Funding Opportunity for the grant program and project category to which you are applying.

Narrative

Applicant Name: Suquamish Indian Tribe of the Port Madison Reservation

Project Title: *Suquamish Museum Collections Stewardship*

Project Justification

The Suquamish Museum, built in 2012, serves as a vital center for understanding and experiencing the Suquamish history and culture. With its 9,000 square foot building which hosts exhibit space in two galleries, 50-seat performance and classroom space, a gift shop, and an outdoor native plants landscape and story circle space, it welcomes audiences including researchers, school groups, and community members. Suquamish Chairman Leonard Forsman, a former Museum Director, said “the museum is a place for our heritage and culture and traditions to be preserved in order to inspire, encourage and nurture our Suquamish resurgence.”¹ The Museum serves researchers, school programs, lifelong learners, and local community members. In 2024, the museum welcomed 5,768 visitors.² The estimated number of visitors in 2025 is 6,900.

This collections stewardship project aims to enhance preservation and the practical availability of Suquamish records and objects, contributing to the mission of the Suquamish Government and providing a physical space on the Port Madison Reservation for visitors to learn about Suquamish history and traditions. This project strengthens Suquamish Museum services by making the collection easier to use for Suquamish members, researchers, and visitors. It directly aligns with IMLS Agency-Level Goal 3 and NANH Objective 3 by improving the management, documentation, and care of collections.

Goals and objectives

The proposed project aligns with IMLS Agency-Level **Goal 3** to advance collections stewardship and access (as defined by the program) and with NANH **Objective 3: support the management and care of museum collections and their associated documentation.**

Performance Goal: Support the Suquamish Museum collection to improve acquisitions processing, reinforce cataloging systems, oversee preventive care, and maintain complete inventory records from September 1, 2026 to August 31, 2029.

Objective: In the first 3 months of the performance period, hire a Collections Management Specialist employee who will carry out the project activities in the subsequent project period; cataloging 7,000+ items, physical care of 100% of objects that are currently in danger of deterioration, and inventory all items in the PastPerfect database to support efforts to enhance Suquamish Museum’s collection availability.

Need

The Suquamish Museum faces pressing needs in care, organization, and the day-to-day usability of its holdings, identified through a multi-year planning process and confirmed by operations. Staff, members, and partners cited outdated cataloging that obscures object histories, inconsistent or erroneous past entries, storage arrangements that slow retrieval, and limited staffing capacity for the volume of objects and records. These conditions limit the Museum’s role as the central repository of Suquamish knowledge.

Demand is clear. In 2023, the Museum received 180 requests to consult archival materials, yet these requests were paused in 2024–2025 due to the absence of collections staff. A part-time Curator-Archivist was hired in 2025, but foundational issues remain—misfiled objects, storage bottlenecks, and catalog errors prevent reliable retrieval. Quantitative gaps to confirm include: approximately 7,000 uncatalogued or miscoded objects; an

¹ Gleich, Terri. “Suquamish Museum Tells the Story of Tribe’s Past and Present.” Kitsap Sun, September 15, 2012. <https://archive.kitsapsun.com/news/local/suquamish-museum-tells-the-story-of-tribes-past-and-present-ep-417158535-356521831.html>. Retrieved on February 5, 2024.

² Suquamish Museum internal report generated 30 January 2026.

estimated 3,000 objects stored in less-than-ideal conditions; and a projected 250 requests annually by project end.

The 2023–2024 planning effort, developed with the House of Welcome at Evergreen State College, gathered input from Suquamish members, staff, and local partners. Participants affirmed that improved stewardship is essential to the Museum’s “Change Narrative,” emphasizing preservation of long-held knowledge, local prosperity for artists, and expanded educational opportunity.

The **primary audience** for this project includes Suquamish citizens, school groups, elders, community members, and visiting researchers. The Museum serves 1,590 Suquamish citizens and the 7,882 residents living on the Port Madison Reservation, along with thousands of annual visitors whose understanding of Suquamish culture depends on the accuracy and availability of the Museum’s records. **Ultimate beneficiaries** extend far beyond current audiences: future generations will inherit a strengthened, well-documented archive; educators and cultural practitioners will have clearer pathways to teaching and revitalizing Suquamish knowledge; partner institutions will gain the ability to use more detailed information, and the tribe’s institutions will gain a trustworthy base of historical and archaeological data on which to build long-term planning and community engagement.

Collections Description

The collection housed at the Suquamish Museum consists of material culture, archaeological records, historical documents, and photographs relating to the Suquamish Tribe. Material culture objects include over 400 baskets woven by Suquamish citizens, 30-40 textiles, three large canoes, multiple paddles and various other objects. The Museum holds the historical archives for the Suquamish Tribe with well over 2,000 documents, photographs, recordings, and books.

The collection includes objects, archaeological records, historical documents, and photographs relating to the Suquamish people. Objects include 400+ baskets made by Suquamish citizens, 30–40 textiles, three large canoes, multiple paddles, and additional items. The Museum holds the historical records for the Suquamish people with 2,000+ documents, photographs, recordings, and books.

The largest bodies of material are archaeological assemblages from six sites. Large items include multiple house posts from the Old Man House site (the largest Suquamish longhouse in the region, burned in 1870). Smaller items are in 100+ banker boxes, ranging from shells and lithics to faunal remains, soil samples, and historic pieces, with bagged items and identification tags. Some materials require testing to ensure no ancestral remains are present.

In collaboration with the City of Bremerton and the Burke Museum, the Suquamish Museum houses the Manette Collection, rehoused in 2016. Construction at the source site may yield additional items for transfer. The Washington State Historical Society plans to return an additional large house post from the Old Man House site.

Immediate needs include scanning historical documents; rehousing baskets and textiles; improved storage for archaeological materials; updated labels; cataloging; photography; digitizing recordings; and ensuring complete database entries. Storage reorganization is needed to safely support large house posts; one major post currently rests on a cart due to shelving constraints. The specific risk is continued degradation of archaeological items under current storage conditions.

Project Work Plan

Activities

The Suquamish Museum requests **\$249,928.46** for the September 1, 2026 – August 31, 2029 period to carry out collections' stewardship activities. Upon award notification, the Museum will begin internal approvals and launch the plan. Activities are organized into three phases to ensure feasibility, compliance, and timely progress in accordance with NANH expectations (see **Schedule of Completion**).

0. Project administration – oversee notification, approval, tracking, and reporting
1. Hire Collections Management Specialist – recruit a qualified individual to support activities
2. Enhance cataloging systems – review and upgrade existing cataloging methods
3. Conduct inventory maintenance – ensure comprehensive tracking and accountability of collections
4. Training – ensure Collections Management Specialist and Curator-Archivist receive ongoing training
5. Required IMLS travel - participate in IMLS conferences and work sessions as required

Phase 1 (Months 1–3): Staffing, Assessment, and System Review

Hire a Collections Management Specialist; allow 3–5 weeks for recruitment and onboarding. This position addresses backlog created by limited staffing and partners with the Curator-Archivist to execute core tasks. Scope includes managing accession records to correct past inconsistencies; cataloging and photography to resolve errors and gaps in PastPerfect; preparing storage to reduce deterioration; establishing routine care and environmental monitoring to stabilize fragile items; and maintaining accurate location records to eliminate retrieval delays. These tasks restore dependable use of the collection, reduce catalog error rates, and meet projected researcher demand. The position is essential to achieving measurable gains in organization and user readiness.

Phase 2 (Months 4–18): Cataloging System Enhancement and Training

Enhance cataloging systems so that records become accurate, searchable, and reliable for staff and researchers. Review and improve current methods to address mis-entered records, inconsistent terminology, and outdated protocols. The Curator-Archivist guides the review so staff training and new workflows directly translate into better search accuracy and faster retrieval.

Phase 3 (Months 19–36): Comprehensive Inventory, Care, and Researcher Use

Conduct an item-level inventory under the Collections Management Specialist with oversight from the Museum Director and Curator-Archivist, producing a verified, accurate inventory that supports exhibits, researcher requests, and long-term planning. Apply routine preventive care, including stabilization of vulnerable items and ongoing environmental monitoring. Restore reliable researcher service, reaching 200+ requests annually by project end. Participate in IMLS-required training and annual ATLAM conferences to maintain professional standards and sustain improvements.

The table below summarizes goals, activities, outcomes, tracking, timelines, and roles. The Collections Management Specialist will focus on cataloging, inventory, and preventive care from September 2026 to August 2029.

Training and professional development, including required IMLS training and annual ATLAM conference participation, will ensure staff can implement updated cataloging, care, and inventory procedures with consistency. This training supports the intended results by increasing accuracy, reducing handling risks, and sustaining improved stewardship practices beyond the project period.

The table below summarizes the goals, activities, outcomes, progress tracking, timelines and responsible roles. This table gives a brief snapshot of the statements seen in the **Performance Measures** and **Schedule of Completion**.

	What	How	When	Who
Strategic aims and activities	Output or outcome measure description	Progress tracking?	Timelines	Person responsible
Aim: Ensure project meets milestones				
0. Project Administration	Completion of milestones and attendance at conferences.	- Project tracking tool (spreadsheet) - required reporting forms	monthly check-ins, financial and narrative reporting as required in reporting schedule	Museum Director
Objective: Collections Management Specialist supports physical care, cataloguing systems, and inventory maintenance				
1. Hire Collections Management Specialist	Dedicated Collections Management Specialist to carry out initial system review, Cataloguing, Inventory, and Collections Care tasks	- Hire date, - Onboarding completion	by November 1, 2026	Museum Director
2. Enhance Cataloguing Systems	Updated cataloguing systems in place, ongoing monitoring	- Completed review - Percentage of staff trained on updated protocols - Catalogue accuracy rate	by April 15, 2027	Museum Director, Curator-Archivist, Collections Management Specialist
3. Conduct inventory maintenance	Completed inventory records for the Suquamish Collection and Manette Project, Restored research use for newly catalogued items	- Monthly inventory updates (counts), verified by effective search in PastPerfect - Completion rate, - Error rate monitoring	by August 31, 2029	Collections Management Specialist
4. Training and professional development	IMLS required training completion, ATLAM annual conference training completion	Training certificate or record of completion	IMLS annual in ATLAM annual in September or October each year of the project	Collections Management Specialist, Curator-Archivist

Risks and mitigation

The Suquamish Museum Director and the strategic planning group identified the following risks, and potential solutions for mitigating those risks:

Category	Risk Description	Mitigation Strategy
Staffing Risk	Difficulty finding a qualified Collections Management Specialist may delay project start.	Advertise broadly (weekly Tribal updates, Council Open Session, museum job boards, social media) and initiate recruitment immediately. Implement a temporary transition plan enabling trained existing staff to cover essential cataloging and inventory tasks until the role is filled. Target hire date: November 1, 2026.

Timeline Risk	Milestones may take longer than projected.	Build buffer periods into the schedule and maintain a milestone-based timeline. Conduct regular progress assessments to identify early delays and adjust workloads. Initial months of monitoring the Specialist's work will establish realistic pacing for cataloging and inventory completion.
Stakeholder Risk	Concerns about who handles cultural materials may impact community support.	Prioritize hiring a Suquamish citizen when possible. Provide regular updates to Suquamish Council and facilitate open forums for community questions. Continue educating community on the importance of collections stewardship and culturally informed care.
Preservation Risk	Improper handling or environmental fluctuations may endanger artifacts.	Ensure all staff involved in object handling receive proper training. Reinforce no touch protocols for tour leaders and visitors. HVAC upgrades prior to award date, with ongoing environmental monitoring and contingency procedures for preservation issues.
Sustainability Risk	Grant funded position may be difficult to sustain after project completion.	Utilize the Museum's Strategic Plan funding strategy with support from Museum staff, Government, and contracted grant writing, along with ongoing revenue development, to maintain the Collections Management Specialist role beyond the grant period.

Resources

The Museum Director oversees activities, participates in required IMLS sessions, and completes reports, devoting 10% effort. The Curator-Archivist provides technical direction at 30% effort. Grant funds support a full-time Collections Management Specialist.

The Suquamish Government employs 400+ staff and supports monitoring and compliance for all grants. Funds are under the Finance Director, Logan Green. Financial reports are prepared by Grants & Contracts Managers Lynette Ashue and Annette Brush. The Government's financial system, cost-center controls, dedicated grants team, routine expenditure tracking, and timely reporting/drawdowns demonstrate capacity for federal compliance. Programmatic reports will be prepared by Lisa Jackson, Museum Director, with support from Marta Heath, Curator-Archivist, and Museum staff. Angela Flemming, Research & Strategic Development Director, oversees compliance with periods of performance, special conditions, reporting, and closeout.

The Museum benefits from a strong volunteer program administered by Emergency Management, using Volgistics to coordinate 366 local volunteers. In 2025, volunteers supported welcome-desk operations for 325+ hours (Jan–Nov) and assisted with administrative projects, events, and landscaping.

The following organizations are a selected list of Suquamish Museum supporters, and will continue to collaborate with the Museum's programs with further development of the partnerships (See **Supporting Document 1** for letters of support, contributing organizations noted with * below):

Organization	Partnership Description	Date
<i>Hibulb Center*</i>	Collaborates on information sharing on administration with similar staff and mission	2023
<i>House of Welcome</i> at Evergreen State College	Supported the Strategic Plan; ongoing partnership offering expertise in arts and ancestral knowledge, educational resources, and outreach	2023
<i>Bainbridge Island Museum of Art*</i>	Regular collaboration with the Suquamish Government and Museum to uplift Native artists	2013
<i>Bloedel Reserve*</i>	Ongoing collaboration incorporating Suquamish knowledge into programs	2023
<i>Washington State Historical Society*</i>	Partners on historical preservation and repatriation of Suquamish material; supported a temporary exhibit (2025–2026)	2024

<i>Visit Kitsap</i>	Supports the Suquamish Museum with collaboration on promotional materials, sharing information online and event promotion	2023
<i>State of Washington Department of Commerce – Tourism (SWT)</i>	Two grant-funded projects: digital storytelling app; photo/video assets for marketing (completed 2025)	2024

Progress tracking

Collections Management Specialist Hiring: The hiring process for the Collections Management Specialist will be tracked through the time taken to hire, with a target of 5 weeks from posting to hire date. Onboarding progress will also be monitored, specifically focusing on the percentage of onboarding tasks completed within the first month to ensure a smooth transition into the role.

Cataloguing Systems Enhancement: To gauge the effectiveness of the enhanced cataloguing systems, the Museum will track the system usage rate, measuring the percentage of staff trained and actively using the new protocols within three months. The cataloguing accuracy rate will be evaluated by determining the percentage of items that meet established standards post-enhancement.

Inventory Maintenance: The inventory maintenance process will be monitored by tracking the inventory completion rate, which reflects the percentage of items inventoried compared to the total collection over the project timeline. Furthermore, the error rate will be assessed by calculating the percentage of discrepancies found during inventory checks, aiming for a reduction by the end of the project. The Museum Director will oversee all activities to ensure timely progress and adherence to the Project Work Plan deadlines. Program-required performance measures (effectiveness, efficiency, quality, timeliness) are provided in the separate Performance Measures document.

Project Results

Intended Results

The primary intended results of the project include enhancing the availability of the collection, which will significantly improve the visitor experience. Archives tours will become more enjoyable, bringing to life the culture and history of the Suquamish Tribe for all visitors. These improvements will increase community trust, restore researcher support, and strengthen cultural learning opportunities for Suquamish citizens and youth.

Long-term results align with the strategic plan: expanded opportunity for local artists and residents through educational efforts; greater understanding and appreciation of Suquamish history; and sustained preservation of key materials. By the end of the project period, the Museum aims to handle 200+ research requests per year.

Audience impact

Visitors gain a clearer understanding of Suquamish history; researchers regain reliable service (target: 200+ requests annually); Suquamish citizens benefit from more accurate interpretation. The Museum uses an archive-tour feedback survey to assess visitor experience and guide improvement. Research requests will resume with intermittent pauses for collections work during the project period and reach sustained service by project end.

Suquamish members and other researchers will be better equipped with well-organized information, enhancing their ability to study and share history. For the Suquamish community, the project will provide a greater understanding of the historic and archaeological evidence that is held in the collection, with the aim to empower individuals by fostering a sense of pride and ownership in their Suquamish heritage, encouraging active participation in Suquamish preservation efforts and local economic development. Suquamish citizens currently

lead the Museum and serve in its staff. The Suquamish Government will collect new data on assets and needs in a community-wide survey scheduled for Spring 2027. Results from this survey will inform Museum programming and other Suquamish priorities over the next five years.

Tangible Products

The project will yield both physical and digital products, including updated archival storage solutions, new entries in the PastPerfect database, and reorganized collections inventory (See **Digital Products Plan**). The improved database will enable researchers to better find Suquamish historical and archeological records, including detailed documentation on over 400 baskets, 2,000 historical documents, and 6,000+ artifacts. These enhancements will particularly aid those researching Suquamish material culture. To ensure these products are available to the primary audience, the Museum will promote updated resources through various channels, including social media, community events, and partnerships with local schools and organizations. The improved database will also allow researchers to easily retrieve information in the archive, while the enhanced storage will facilitate better on-site visits.

Dissemination

Results and improvements to collections will be shared through four primary channels: updated PastPerfect records and finding aids available to staff and researchers inside the Museum archives; enhanced public-facing archives tours that reflect corrected catalog data and safer handling practices; regular community updates delivered through Museum and Suquamish online communication platforms; and information exchanges with partner organizations and schools to support education and research. Review of any sensitive materials will be conducted through the Museum's cultural oversight process before dissemination to ensure cultural appropriateness and alignment with tribal protocols.

Collections use improvement

The project improves care, condition, management, and day-to-day use of holdings by resolving organizational issues. Refined practices and storage upgrades enable faster retrieval and reduce deterioration. Monthly updates from the Collections Management Specialist ensure progress toward recording and stabilization targets. Regular review with staff, researchers, and Suquamish members supports course corrections. Guided archive programs benefit from clearer pathways and safer handling.

Sustainability

The Suquamish Museum anticipates the collections archive will be of interest for researchers and Suquamish members and families. The archive will be more organized for museum visitors and school group tours. To sustain community engagement, the Museum will continue offering its regular Suquamish workshops and public programs related to Suquamish culture. The electronic records will be available in the Museum archives, and back up files kept on secure Government servers to ensure usability for future generations. To sustain the benefits of the project beyond the conclusion of the funding period, the Suquamish Museum will pursue additional grant opportunities to complete a detailed collections survey and cultivate ongoing support from the community and Suquamish government. The Museum will also explore potential revenue generation through the lending of collection items to other institutions, further ensuring that the Suquamish resources remain vibrant and well-maintained while supporting financial sustainability.

Schedule of Completion

Applicant Name: Suquamish Indian Tribe of the Port Madison Reservation

Project Title: Suquamish Museum Collections Stewardship

	2026				
	August	September	October	November	December
Project Adminsitration					
Tribal council approval					
Initial start up meeting					
Quarterly progress meetings					
Report and budget oversight					
Close out and final reporting					
Project Tasks/Activities					
1. Hire Collections Management Specialist					
2. Enhance Cataloguing systems					
3. Conduct inventory maintenance					
4. Participate in required IMLS conferences, ATLAM conferences		As scheduled by IMLS			

[illegible]

[illegible]

	2029							
	January	Febraury	March	April	May	June	July	August
Project Adminsitration								
Tribal council approval								
Initial start up meeting								
Quarterly progress meetings								
Report and budget oversight								
Close out and final reporting								
Project Tasks/Activities								
1. Hire Collections Management Specialist								
2. Enhance Cataloguing systems								
3. Conduct inventory maintenance								
4. Participate in required IMLS conferences, ATLAM conferences	As scheduled by IMLS							

Digital Products Plan

Applicant Name: Suquamish Indian Tribe of the Port Madison Reservation

Project Title: Suquamish Museum Collections Stewardship

The Digital Products Plan for the Suquamish Museum's Collections Stewardship Project outlines the approach to creating, managing, and preserving digital products in line with IMLS requirements.

Type

The Suquamish Museum will create a variety of digital products as part of its project, including still images, audio files, and object inventories. The project enhances the already existing object catalog using the Past Perfect Central Management system, a museum software.

Existing infrastructure, including the PastPerfect system and Tribal Government servers, will support the management and preservation of digital products throughout the project. PastPerfect was initially by the Museum because it was the leading industry standard in Museum digital collection management. It does more than store digital files and remains the Museum's choice because of its multiple functions including mail merge and donor database.

The file formats for these products will include JPEG for still images, MP3 for audio files, and PDF for documents or physical maps as appropriate. Specific quantities for each type of digital product are yet to be determined and will be assessed as the project progresses.

- **Still Images** (File Format: JPEG) – estimated quantity: 4,500
- **Audio Files** (File Format: MP3) – estimated quantity: 200
- **Object Catalog and Inventory** using PastPerfect database software

Metadata standards are aligned with those established in the PastPerfect database, ensuring consistent and comprehensive documentation of all digital products. This approach facilitates better discoverability and usability of the digital assets.

Availability

Selected digital products will be made publicly accessible on the Suquamish Museum's website. This will include a curated selection of still images. However, some content will remain protected within the PastPerfect software repository, accessible to museum staff and available to researchers and public users upon request. The archives space includes a computer (kiosk) for individuals to access the database onsite. This approach allows the Museum to make digital content publicly available while balancing Suquamish citizens' need to protect sacred artifacts. The importance of protecting these artifacts was reinforced in public comments made to Suquamish Citizens Comment Session on October 21, 2024.

Access

Access to the digital products will be reserved for research and educational purposes and made available as appropriate to the public. The PastPerfect system will be available to consult in the archives. Sensitive digital products will require prior approval for use, with decisions made on a case-by-case basis by the Museum Director with input from the advisory board. This careful approach is essential for safeguarding the representation of Suquamish Cultural Resources and ensuring that any external use aligns with the Museum's cultural considerations. Cultural sensitivities are a priority, particularly concerning tribal sovereignty and data sovereignty. The Museum recognizes that certain artifacts may be considered sacred or of significant importance, necessitating careful handling and restricted access to specific digital products.

Sustainability

Because the focus of this project is safely updating the catalog of artifacts, these digital files are intended to be long-lived, requiring permanent preservation. Regular backups of all digital products will be conducted on Tribal Government servers to prevent data loss. A digital preservation policy will be developed, outlining retention schedules and migration plans for file formats as technology evolves, ensuring that digital assets remain accessible and usable over time. As part of this plan, the Museum will schedule annual file reviews to ensure compatibility with evolving digital standards.

The Museum has established partnerships and will continue to develop collaborations with local or national institutions to utilize shared repositories that comply with established preservation standards. The Suquamish Museum currently uses the Museum Registration Methods (MRM) as a fundamental reference for all aspects of collections registration, care, and management.

Training for museum staff in digital preservation practices will be an integral part of this plan. This training will emphasize the importance of cultural sensitivity in managing digital products and ensure that staff are equipped with the necessary skills to maintain and curate digital assets effectively.

As part of the Museum's engagement with Tribal leaders, there are regular reports to Tribal Council and the Museum Board. This community engagement plays a crucial role in shaping preservation strategies. Involving Suquamish citizens in discussions about the accessibility of cultural resources aligns the project with community priorities.

Performance Measurement

Applicant Name: Suquamish Indian Tribe of the Port Madison Reservation

Project Title: *Suquamish Museum Collections Stewardship*

Performance Measure	Data We Will Collect (e.g., counts, costs, weights, volumes, temperatures, percentages, hours, observations, opinions, feelings)	Source of Our Data (e.g., members of the target group, project staff, stakeholders, internal/ external documents, recording devices, databases)	Method We Will Use (e.g., survey, questionnaire, interview, focus group, informal discussion, observation, assessment, document analysis)	Schedule (e.g., daily, weekly, monthly, quarterly, annually, beginning/end)
Effectiveness: The extent to which activities contribute to achieving the intended results	- In the first six weeks of the project, the Museum Director will hire the Collections Management specialist, and ensure onboarding is complete by the target deadline. - In the first six months of the project, the Museum Director, Curator-Archivist, and Collections Management Specialist will conduct a baseline assessment of the physical object inventory and the PastPerfect digital inventory to quantify the monthly target entry count. - In the first six months of the project, the Museum Director, Curator-Archivist, and Collections Management specialist will review the current cataloguing system and make any needed updates to the processes and procedures. - In the first six months of the project, the Museum Director and Curator-Archivist will train all staff who interact with the system in the updated process. - Throughout the project period, the Collections Management Specialist will photograph, label, and store objects and enter object information in the PastPerfect database based on monthly target count, completing the inventory of all artifacts by the end of the project period. - Once a month, the Museum Director will meet the Collections Management Specialist to review the monthly inventory input against target counts and provide feedback on errors. - Every six months, the Museum Director or Curator-Archivist will verify effective search in the PastPerfect database, including the completion rate, catalogue accuracy rate and error rate for quality assurance purposes.			
Efficiency: How well resources (e.g., funds, expertise, time) are used and costs are minimized while generating maximum value for the target group	Each quarter, a budget review will be conducted with the Museum Director, Development Manager, and the Grants & Contracts managers to ensure all funds are being expended properly and in a timely manner according to the terms and conditions of the grant, and the work plan.			
Quality: How well the activities meet the requirements and expectations of the target group	At the end of each project year, the Museum Director will collect data regarding community use of research and consultation services in the archives and the digital Collections Management system.			
Timeliness: The extent to which each task/activity is completed within the proposed timeframe	- Every six months, the Museum Director will assess the fit between our proposed Schedule of Completion and actual activity completion dates. - Each quarter, the Museum Director will review the detailed expenditure report that Finance and Grants staff prepare to show progress on meeting project milestones.			

Performance Measurement

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Logic model:

