

## Narrative Work Plan Sample

[Context: A curator and colleagues from a local museum and a director of a regional veterans organization codirect an in-person discussion leader training and biweekly (5-session) discussion series for members of the community, organized around exhibition of artworks, artifacts, and oral histories of WWI and Vietnam War veterans from the region.]

### Work plan for 12-Month Dialogues Project (June 2025 – June 2026)

#### June-July 2025

Planning for and recruitment of six veteran members of the public to be trained to serve as discussion leaders.

- Project codirectors and their Dialogues project team will meet to assign specific responsibilities and to finalize their plans for the two-day intensive preparatory workshop for discussion leaders.
- Project team and consultants will promote the exhibition and discussion series, and the preparatory workshop/call for prospective discussion leaders – through local radio, community gatherings/meetings, and flyers.
- Project team will confirm special guided visit times and museum and veteran center venues for preparatory and discussion program meetings.

#### August-October 2025

Finalization of the preparatory program resources; selection and training of the six veteran discussion facilitators; preparation of the discussion program resources.

- Project directors and consultants meet weekly to complete their selection and compilation of the resources that will support their preparatory workshop for discussion leaders and their mentoring of those who will go on to lead each of the two discussion groups. They will distribute these resources to the participants in their preparatory workshop by late September.
- Two-day intensive workshop to train discussion facilitators will be held in October over a long weekend.
- Following the training workshop: Project codirectors will survey all workshop participants both to assess their readiness to lead discussions and to evaluate the strengths and weaknesses of the preparatory program. They will assign discussion leaders to each of the two groups and designate two trained facilitators as backup. They will continue to refine the resources and guidance for the discussion leaders at this and future stages.
- Project team will begin to tailor the exhibition resources to create a guide and related resources for the discussion series.

### **November-December 2025**

#### **Preparation for January opening of exhibition and launch of discussion series**

- Project directors will hold consultation sessions with the discussion leaders as needed.
- (early November) Project team will post the information about the exhibition and schedule of the discussion series. They will also open the registration for the discussion groups and finalize the resources for the discussion series.
- (end of December) The resources guide for and information about access to the discussion series will be distributed to those registered. If the groups are not at their capacity, the team will conduct additional promotion and provision of the resources as needed.

### **January-March 2026**

#### **Launch of exhibition and discussion series**

- Exhibition opens and guided visits tied to discussion programs begin.
- (late-January to mid-March) weekly discussion sessions convene, and project team continues to guide/mentor the Discussion Facilitators.

### **April-June 2026**

#### **Project conclusion, team reflection, and evaluation**

- Discussion program participants will be surveyed at middle and end of the series.
- Discussion leaders will be asked to reflect on their own and their peers' discussion leading, and to offer feedback on their training/preparation.
- Project directors will meet with the discussion leaders and team members for a final debriefing, and discuss any next steps.