

Mark Walhimer, Fulbright Specialist, Chinggis Khaan Museum Consulting, Preliminary Schedule

Ulaanbaatar, Mongolia

Updated April 8, 2022

1. **Project Objectives, Project Research**
 - a. Wednesday, April 20, 2022: Group visit local museums
 - b. Thursday, April 21, 2022: Audience Segments, Personas, Journey Maps
 - c. Friday, April 22, 2022: Visitor Experience Objectives document
 - d. Saturday, April 23, 2022: —
 - e. Sunday, April 24, 2022: —
2. **Visitor Experience**
 - a. Monday, April 25, 2022: Experience Areas
 - b. Tuesday, April 26, 2022: Content Areas
 - c. Wednesday, April 27, 2022: Educational Objectives, Metrics, KPIs, and Audience Reasersach
 - d. Thursday, April 28, 2022: Evaluation Plan, Visitor Feedback Groups**
 - e. Friday, April 29, 2022: Review Project Budget and Schedule
 - f. Saturday, April 30, 2022: —
 - g. Sunday, May 1, 2022: —
3. **Infrastructure**
 - a. Monday, May 2, 2022: AV Closets, Lighting Controls
 - b. Tuesday, May 3, 2022: Collection Storage
 - c. Wednesday, May 4, 2022: HVAC, Collection Requirments
 - d. Thursday, May 5, 2022: Lean Canvas, Value Proposition
 - e. Friday, May 6, 2022: Computer, [Ticketing](#), Website, Social Media, Metrics Algorithm
 - f. Saturday, May 7: —
 - g. Sunday, May 8: —
4. **Museum Planning**
 - a. Monday, May 9, 2022: Building Program**
 - b. Tuesday, May 10, 2022: Vendor Meetings
 - c. Wednesday, May 11, 2022: Schematic Visitor Experience
 - d. Thursday, May 12, 2022:
 - e. Friday, May 13, 2022: Core Museum Documents
 - f. Saturday, May 14: —
 - g. Sunday, May 15: —
5. **Exhibition and Building Design**
 - a. Monday, May 16, 2022: Final Design
 - b. Tuesday, May 17, 2022:
 - c. Wednesday, May 18, 2022:
 - d. Thursday, May 19, 2022:
 - e. Friday, May 20, 2022: Final Designs Approved, Building and Visitor Experience**
 - f. Saturday, May 21, 2022: —
 - g. Sunday, May 22, 2022: —
6. **FF&E, Fabrication**
 - a. Monday, May 23, 2022: Vendor Scope of Work confirmed
 - b. Tuesday, May 24, 2022:
 - c. Wednesday, May 25, 2022:
 - d. Thursday, May 26, 2022:
 - e. Friday, May 27, 2022: All vendor contracts signed**
 - f. Saturday, May 28, 2022: —
 - g. Sunday, May 29, 2022: —
7. **Staff Training and Museum Opening, Next Steps**
 - a. Monday, May 30, 2022: Wrap up, discussion of next steps
 - b. Tuesday, May 31, 2022: Wrap up, discussion of next steps

* Project Milestones

Assumptions:

1. Summer July 2022 Opening
2. Project Manager in place, note-taking, facilitating meetings, issuing reports, managing contracts, project budget, and schedule
3. Executive Director in place
4. Marketing Director in place
5. Education Director in place
6. Exhibitions Director in place
7. Conservator in place
8. Collection cataloged and archived
9. Audience Research person in place
10. Operations Director in place
11. Evaluator in place
12. Facilities Mager in place
13. HR and Finances Director in place
14. Software development team in place
15. IT Director in place
16. Historians and researchers available for questions and content writing
17. Board of Director Sub Committees in place
18. Building Certificate of Occupancy issued
19. Funding available for exhibitions and FF&E
20. Twenty Four hour turnaround for questions
21. Architect available for questions
22. Building General Contractor available for questions
23. Existing relationships with local fabricators, exhibits, casework, interiors
24. Existing relationships with AV firms
25. Existing relationships for renderings, mockups, prototyping, and CAD

Combine the above with [DME diagram](#) and [Museum Planning Diagram](#)