WORK PLAN

Major Activities
Reflections on the working methods of the STiTCH Team's NEH Tier II Research and Development Grant (FAIN: PR-268771-20) inform the methodology for data collection within this proposal. Challenges on that project included: an initially random format for collecting data, highly specific categories/subcategories in the Calculator, complex data transfer, and a lack of platform for user feedback.

To mitigate these challenges in this Level III Grant, the STiCH team will include seven staff from the Tier II project, promoting continuity, minimizing the learning curve, and improving efficiency in data collection and transfer. Data collection will begin with an All-Team meeting in February 2025. In preparation for the meeting, PIs Eckelman and Nunberg, along with the Software Developer will review the backend Calculator structure and make proposals for the spreadsheet, information transfer, and Calculator structure. During the All-Team meeting, Peers and the Advisory Board will give feedback and guidance on collection methods proposed, and the group will address the Calculator categories/subcategories. The participants will review the pre-meeting notes from the PIs and the Software Developer, and come prepared to evaluate the design. Outcomes from the All-Team meeting will include final decisions about the spreadsheet organization; goals and processes for the Evaluation and Research Teams will also be established.

Peers will then dedicate six months to updating the items in the materials lists. The PA will receive the lists, input the information, and organize materials into a database. The engineering student will focus on modeling the items and will work closely with PI Eckelman answering any Peers' questions that arise. Regular meetings with the Peers, PIs, and PA will occur monthly, or more frequently if needed. PIs Nunberg and Eckelman will assess the required meeting frequency and arrange accordingly. The Research team with the Pilot Group will evaluate the tool three times over two years and their findings will guide the Calculator redesign and updates.

All meetings will be virtual, so travel will not be a factor in the project. The grant team is extensive, with multiple layers and each member provided with support. PI Nunberg ensures that all project teams communicate, functioning as the primary link. The Project Assistant plays many roles; they support PI Nunberg, help the Peers in item collection/upload, and build inter-team communications with PI Eckelman. PI Nunberg leads the Research Team and is supported by Research Consultants Sutton and McGhie, along with the Evaluation Team via the Software Developer. PI Eckelman leads the engineering student in data modeling.

The Research and Evaluation Teams will work with the Calculator revision team. Researchers and Evaluators will collaborate to design the Pilot Group studies, and identify key questions and goals. Their findings will inform the Software Developer and guide PI Nunberg and the Visual Designer on dissemination methods. Through an iterative process the entire project team will support one another to accomplish the grant goals of expanding the STiCH Carbon Calculator based on user-led feedback and creating tutorials aimed at engaging cultural heritage professionals in climate action.

Tasks to Be Accomplished
The tasks and milestones are clearly delineated on the Gantt Chart with personnel assigned to each task. Milestones are highlighted with a green border.

Task	2023	Sep	Oct	Nov	Dec	2024	Jan	Feb	Mar	Apr	May	June	July	Aug
FAIC Contracts with Consultants and Subawardees; Team Assembly		■	■	■										
PIs, RCs, SD, PRs contract with FAIC		■	■	■										
FAIC PD Hires and Contracts PA, one additional PR, VD, EV		■	■	■										
Project Foundations					■		■	■	■					
Preparations for All-Team meeting in February					■		■							
PA and FAIC establish work platforms					■		■							
PIs, SD, PRs, PA, meet virtually to design Calculator Spreadsheet format							■							
PG selected and assembled by PIs, PRs and AB								■	■					
Project Plan								■						
AT virtal meeting: design spreadsheet organization and data input, RT presents goals, AT brainstorms about Research and Evaluation process								■						
Calculator Spreadsheet Upgrade										■	■	■	■	■
SD and PA create a new spreadsheet template under FAIC										■				
PA organizes spreadsheet according to AT meeting conclusions										■	■			
PRs prioritize spreadsheet existing items for modeling priority											■	■		
PRs gather new items for spreadsheet														■
PA uploads new items on rolling basis														■
Calculator upgrade complete														
Calculator Modeling and Rebuild									■	■	■	■	■	■
SD revises calculator and prepares it for a trial run									■	■	■			
ENG model data supervised by PIME									■	■	■			
Spreadsheet public on STiCH														
SD revises Calculator based on RT results with consult from PIME														
Calculator complete with all revisions after three Evaluations														
Evaluation					■		■	■	■	■	■	■	■	■
RT and EV plan work overview and methods					■									
RT defines baseline evaluation goals and questions for PG					■		■							
Baseline: EV create a baseline evaluation to assess PG							■							
RT attends All Team March Meeting, presents goals and workplan									■					
Baseline: EV work with PG										■	■			
RT continues explorations										■	■			
Evaluation 1: PG uses revised Calculator, EV compiles results												■	■	
AT Meeting to assess Evaluations and Calculators/Prep for Evaluation 2														
EV and RT assess evaluation method and revise to prepare Evaluation 2														
Evaluation 2: PG uses revised calculator, EV compiles results														
EV and RT assess evaluation method and revise to prepare Evaluation 3														
Evaluation 3: PG uses second revised calculator														
RT writes final research report														
Dissemination and Social Media											■	■	■	■
FAIC social media posts project updates and milestones											■	■	■	■
PISN, PRHM consult design with FAIC to create a Calculator Tutorial														
PR HM, PIs and PA create a template for User entries in the Calculator														
PISN, PRHM produce visual guide of evaluation process; PR SS review														
Revise tutorial based on evaluation results														
Project Wrap UP														
Complete all summaries and White Paper														

Legend

FAIC Foundation for Advancement in Conservation	PA Project Assistant
PD Tiffani Emig Project Director, FAIC	PR Peers
PISN Principal Investigator Sarah Nunberg	EV Evaluators
PIME Principal Investigator Mathew Eckelman	PG Pilot Group
SD Software Developer, Matt Morgan	VD Visual Designer
RT Research Team: PI SN, RC SS, RC HM, EV	ENG Engineer Students
RCSS Research Consultant Sarah Sutton	AT All-Team: PD, PI SN, PI ME, SD, RCSS, RCHM, AD, PA, PRs, EV
RCHM Research Consultant Henry McGhie	Milestones
AB Advisory Board	

Project Timeline

Task	2024	Sep	Oct	Nov	Dec	2025	Jan	Feb	Mar	Apr	May	June	July	Aug
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Project Foundations														
Preparations for All-Team meeting in February														
PA and FAIC establish work platforms														
format														
PG selected and assembled by PIs, PRs and AB														
Project Plan														
AT virtal meeting: design spreadsheet organization and data input, RT presents goals, AT brainstorms about Research and Evaluation process *(milestone)*														
Calculator Spreadsheet Upgrade		▓	▓	▓	▓									
SD and PA create a new spreadsheet template under FAIC		▓	▓											
PA organizes spreadsheet according to AT meeting conclusions		▓	▓											
PRs prioritize spreadsheet existing items for modeling priority		▓	▓											
PRs gather new items for spreadsheet		▓	▓											
PA uploads new items on rolling basis		▓	▓											
Calculator upgrade complete *(milestone)*					▢									
Calculator Modeling and Rebuild		▓	▓	▓	▓		▓	▓	▓	▓	▓			
SD revises calculator and prepares it for a trial run		▓	▓	▓	▓									
ENG model data supervised by PIME		▓	▓	▓	▓		▓	▓	▓	▓	▓			
Spreadsheet public on STiCH *(milestone)*							▢							
SD revises Calculator based on RT results with consult from PIME *(milestone)*											▢			
Calculator complete with all revisions after three Evaluations *(milestone)*												▢		
Evaluation		▓	▓	▓	▓		▓	▓	▓	▓				
RT and EV plan work overview and methods														
RT defines baseline evaluation goals and questions for PG														
Baseline: EV create a baseline evaluation to assess PG														
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Evaluation 1: PG uses revised Calculator, EV compiles results		▓												
AT Meeting to assess Evaluations and Calculators/Prep for Evaluation 2			▓											
EV and RT assess evaluation method and revise to prepare Evaluation 2			▓	▓										
Evaluation 2: PG uses revised calculator, EV compiles results							▓							
EV and RT assess evaluation method and revise to prepare Evaluation 3								▓						
Evaluation 3: PG uses second revised calculator										▓				
RT writes final research report *(milestone)*											▢	▢	▢	
Dissemination and Social Media		▓	▓	▓	▓		▓	▓	▓	▓	▓	▓	▓	▓
FAIC social media posts project updates and milestones		▓	▓	▓	▓		▓	▓	▓	▓	▓	▓	▓	▓
PISN, PRHM consult design with FAIC to create a Calculator Tutorial *(milestone)*			▢	▢	▢									
PR HM, PIs and PA create a template for User entries in the Calculator *(milestone)*			▢	▢	▢									
PISN, PRHM produce visual guide of evaluation process; PR SS review *(milestone)*												▢	▢	
Revise tutorial based on evaluation results *(milestone)*												▢	▢	
Project Wrap UP													▓	▓
Complete all summaries and White Paper *(milestone)*													▢	▢

Legend

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RCHM Research Consultant Henry McGhie	Milestones *(green box)*
AB Advisory Board	