



Critical Issues Checklist: Introduction

Four Critical Issues Checklists outline the topics to be covered during each type of MAP visit. Use them to:

Analyze the self-study materials

Once you familiarize yourself with the museum's issues, concerns, strengths, and weaknesses, use the checklist to shape the agenda and identify questions you should ask and the additional information you'll need.

Set the agenda

Compare the assessment checklist to the museum's self-study materials; then consider what you should review and whom you should interview to develop a good understanding of the institution.

Write the report.

Use the checklist as an outline for the report; it will help create a smooth and effective writing process. Note: the headings are presented in order of importance to the assessment; you may need to rearrange the topics in the written report.

It may be tempting to write about more than the assessment is designed to cover, particularly if there is a problem, or to focus on a few specific areas that may be the key to a larger issue. Such an emphasis may help the institution move forward; however, to provide a comprehensive review you should address all the checklist topics in sufficient detail.

Each checklist is composed of the following parts:

Headings indicate the areas to cover. Your review should include a general assessment of operations in each area and compare them to the:

- museum's mission
- museum's resources
- standards and best practices in the field.

Note any particular successes or deficiencies in each area and their impact on the museum's overall operations.

Questions are diagnostic queries, regarding key strategic issues. The answers to each should guide your review and be addressed in the report.

Related Documents are resources with additional information.

e Report covers the complete range of operations included within the scope of the review.