

Tasks Checklist

As a team, complete this checklist to help you plan the final stages of your project, and nominate team members to take the lead on outstanding tasks. Remember, the project is about **heritage** – you need to be thinking about conserving the history and character of the building, not just creating a new business

Task 1 - Heritage Careers Research Research the training, career background, and jobs of heritage professionals and craftspeople who are involved in restoring historic buildings	
Do you have a list of all the people you think you would need to involve in conserving and repairing your historic building? Think about professionals and craftspeople	Yes / No
How many careers have you researched?	
Do you think you have finished this research?	Yes / No / Nearly
Is the research written up or ready to present? If not, what format do you want to use? PowerPoint/poster/display/website/something else...	Yes / No / Nearly
Have you included the practical craft sessions you took part in?	Yes / No / Nearly
Which members of your team are most interested in this task?	

Task 2 – Community Canvassing Canvas the local community to find out their opinions on the conservation and re-use of your historic building	
Have you identified all the people who might have an opinion on how your building is re-used?	Yes / No
Have you presented this list?	Yes / No
Have you found out what some of these people think about your historic building (eg done a questionnaire/interview)?	Yes / No
Have you written up or presented the results? If not, how will you do this?	Yes / No / Nearly
Have you interviewed any owners/users of the building at present?	Yes / No
Which members of your team are most interested in this task?	

Task 3 – Plans for Re-Use

Present a proposal for the conservation and re-use of a local historic building

Have you decided how your historic building will be re-used?

Yes / No

Does the re-use reflect the opinions of those you canvassed in Task 2? If not, have you written down why you are using a different idea?

Yes / No

Have you thought about how the re-use idea fits in with the historic nature of the building, and have you included this in the final presentation?

Things to think about:

- Keeping the 'character' of the building
- Conserving original fabric of the building, e.g. walls, windows, decorative features

Yes / No

Have you thought about how you would repair the historic fabric of the building?

Things to think about:

What materials would you use?

Which specialist professionals or craftspeople would you need?

How will you present this?

Yes / No

Have you presented your idea? (e.g. PowerPoints, mood board, written ideas, poster display, plans or sketches)?

Yes / No

Do you feel that the work for this task is:

Complete Nearly finished A lot left to do?

Notes:

Which members of your team are most interested in this task?

Task 4 - Model of the Building

Make a model of the historic building showing its proposed re-use

Have you researched other historic buildings that have been re-used?
Have you presented this information? (e.g. Pinterest, mood board, poster, etc.)

Yes / No

Yes / No

Have you planned your model/s of the historic building?
Things to think about:

Yes / No

- How will space be used?
- Will you extend the building? How?
- What original fabric of the building will be kept (e.g. walls, windows, ceilings)
- What materials will you use to make your model?
- Remember, you need to use your model to explain your re-use idea

Do you feel that the work for this task is:

Complete Nearly finished A lot left to do?

Notes:

Which members of your team are most interested in model making?