

Bringing Change Initiatives to Your Organizations: Things to Consider

Below are steps to consider when building the case for change in your museum.

1) Identify the challenge, opportunity or a gap that you want to address

- How does this challenge or gap effect or impact your institution? Who is most affected by this gap?
- Keep in mind that you will not be able to address all issues at once, and that making changes to advance diversity and inclusion takes time, it is a process that takes more than checking off a list

2) Find Evidence

- Reflect on what you need to support your case and where can you get
- **Remember what gets measured gets done* – is there data that can support your case?
- Think about the communities that your institution serves? Is everyone being engaged? Is everyone being reflected in your programming?
- Who is represented, who is not?

3) Brainstorm a Change-Making Idea

- Develop some ideas for change – how best can you address the gap or overcome the challenge? What is a realistic project you can take on or bring forward?
- **Remember you project or idea does not need to be perfect, nor does it need to big. Even the smallest changes can have an impact. And mistakes are expected, but you can learn from them a push forward.*

4) Consider your resources

- What resources do you already have? ie. Money, time, staff, tools, expertise
- What do you need?
- There are tons of organizations and other institutions who have publicly shared resources on how to make the change you're seeking.
- *Start with the [Inclusion 2025 Resource Section](#). Explore what other organizations are doing.*

5) WHO can support you? Who are the people you should be talking to? What voices are missing?

- Think about who you should talk to internally. Find your allies who also want to make a change. Are their senior leaders or management who also see the need for change?
- Reach out people outside your organization. Think about the communities your idea may affect. What community-organizations can you partner with or which ones can support your endeavours?
- **Remember, nothing for us without us**
- Start building relationships with the communities you want to support – they should be part of the process of change from the beginning.

6) How does your project or idea align with your organizational concerns? What about the sectoral concerns?

- Think about management / sr. management concerns – what are their priorities or how do they envision the role and identity of your organization?
- How does your initiative positively impact your institution?
- Check out [Ontario's Museums 2025](#) and reflect on how your change aligns with the vision.

7) What's your FUTURE PERFECT?

- What is your ideal outcome?
- Does your project or initiative get you there? What might need to be adjusted?

8) Are You Ready?

- How ready is your organization to take on this initiative? What's the best way to enact change? How can you start the conversation?
- **Remember, change needs to start with internal reflection**
- Think about your organizational culture and its values – will they be supported by your project?
- How will this change idea impact your resources?

9) What are the risks? What are the consequences?

- Do you have a plan B?
- What can you scale back so that your project is successful?



Additional Questions for Reflection:

- What are my lenses?
- Am I just confirming my assumptions, or am I challenging them?
- What details here are unfair? Unverified? Unused?
- What's here that I designed for me? What's here that I designed for other people?
- Who might be impacted by what I'm developing?
- Is my audience open to change?
- What am I challenging as I create this?

