

PROJECT CHARTER	
Moving our Museum into the Future	
Project Title: Moving our Museum into the Future Project Sponsor: Executive Office Date Prepared: 4/20/2024 Project Manager: Karen Mattson Project Customer: Internal Use	
Project Purpose:	
The purpose of this project is to transition the Museum to a non-profit model of operation, reducing reliance on the general fund and increasing community partnerships to create a sustainable and thriving Museum.	
High-Level Project Description:	
To transition from a County operated Museum to non-profit management.	
Project Boundaries:	
The project focuses on the transition period and does not include phases beyond the signing of the Operations and Lease Agreement date.	
Key Deliverables:	
Lease and Operations Agreement Fully developed non-profit organization to accept the role of management Business plan provided by the non-profit with timeline	
High-Level Requirements:	
1. A Lease and Operations Agreement drafted to ensure that the agreement meets the needs of the County and non-profit organization 2. A business plan developed and shared by the non-profit organization 3. System for allocating annual funds to the Museum non-profit 4. County agreement with Roots of Motive Power that would transfer to non-profit management 5. Explore the possibility of adjusting the lease to reflect clear boundaries and consider possibility of a lease extension	
Overall Project Risk:	
1. Failure to establish adequate communication between county, community and stakeholders 2. Failure to get buy-in and cooperation from community partners 3. Failure to communicate critical work required by County departments (such as GSA, County Counsel, and HR) 4. Failure to ensure adherence to timeline goals by all parties	
Project Objectives	Success Criteria
Scope:	
To develop a transition plan for the Mendocino County Museum to move to non-profit management	Complete 90% of goals and tasks and reach implementation phase by July 2025
Time:	
October 2023	July 1, 2025
Cost:	
Ongoing annual support from County to non-profit for operation of Museum	