



## StEPs-UT Management Management: An Introduction

### HANDS-ON ACTIVITY #1 = 30 minutes StEPs Management Standards: The Game

#### Instructions:

1. Divide into two teams.
  2. Using your existing knowledge of the StEPs Management Standards, each team will alternate answering 5 questions by providing examples from their museums or their knowledge of “best practices.” (2-minute time limit per question).
  3. Answers to final question count double.
  4. The team with the most points wins chocolate!
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**MGMT Standard 1** | The institution legally, ethically, and responsibly acquires, manages, and allocates its financial resources in a way that advances its mission.

**MGMT Standard 2** | The institution operates in a fiscally responsible manner that promotes its long-term sustainability.

**MGMT Standard 3** | The institution allocates its space and uses its facilities to meet the needs of the collections, audience, and staff.

**MGMT Standard 4** | The institution has appropriate measures to ensure the safety and security of people, its collections and/or objects, and the facilities it owns or uses.

**MGMT Standard 5** | The institution has an effective program for the care and long-term maintenance of its facilities.

**MGMT Standard 6** | The institution is clean and well-maintained, and provides for the visitors’ needs.

**MGMT Standard 7** | The institution takes appropriate measures to protect itself against potential risk and loss.

**MGMT Standard 8** | The institution complies with local, state, and federal laws, codes, and regulations applicable to its facilities, operations, and administration.

**MGMT Standard 9** | The institution engages in ongoing and reflective institutional planning that includes involvement of its audiences and community.

**MGMT Standard 10** | The institution establishes measures of success and uses them to evaluate and adjust its activities.

**MGMT Standard 11** | The institution appropriately manages its records both for current business needs and to maintain a permanent record of its activities.