

## **A CHECKLIST PRIOR TO ENGAGING A CONSULTANT**

### **GET ADVICE ABOUT ARTS CONSULTANCY**

Talk to the IIAC, ArtsWA, the Department of Culture and the Arts

Ask about budgets for similar previous projects – make sure the budget is adequate for the tasks you are setting

Ask about using a consultant to help draft your consultancy brief

Is one consultant appropriate or a consortium – what is the range of skills needed?

### **WHY HIRE A CONSULTANT**

Your organisation may not have the required skills in house

Your organisation may not know what the solution is to a particular problem

It may be politically wiser to use a person outside your organisation for the project

Your organisation needs independent and objective advice your organisation cannot provide

Experienced consultants can deliver a project faster than your personnel

### **IDENTIFY THE OBJECTIVES**

Do you want the consultant to support a project undertaken by others or to lead?

Do you have a clear outcome or do you want the consultant to advise you about one?

In addition to a written/electronic report of the material produced do you want a presentation to committee?

What should be different after the consultancy has delivered its report?

### **THE CONSULTANT**

What artform is involved? Does the consultant have good experience in this field?

Does the consultant have experience of your type of organisation and project?

Is the consultant independent of other interests?

Does the consultant belong to any related organisation such as the IIAC?

### **RECRUIT**

What is the most suitable method for contacting your consultant? IIAC, Tender, RFP etc.

Is the budget or the fee parameters for the project stated in documentation – this avoids retendering

Do you require references or to see previous work

Who would be the most suitable people on the selection panel?

Is there a selection process with weighted criteria?

### **AGREE TERMS**

What fees, payment dates, milestones and outputs are involved?

Are there statutory agreements you are obliged or wish to use?

### **MANAGE THE PROJECT**

Is there one person in your organisation who will be the contact with the consultant?

Have you made your staff and contacts aware of the consultant and his/her needs?

Do you have all the information ready that the consultant will need?

What are the milestones of the project – are they realistic?

If circumstances dictate can deadlines be altered? If so how? Can fees be altered if so and how?

Who will form the steering committee – how often will it meet?

### **EVALUATE THE RESULTS**

What did you learn about the process from this project?

Is the outcome exactly what you wanted or better?

If it is different how did the process cope with this change?

Would you hire this consultant again? If not why not?

17/04/2002