

COVES Onboarding Timeline

The timeline below gives you a general sense of what is needed to get COVES started at your institution. The COVES team will guide you through the process and answer any questions you may have along the way.

From initial engagement to data collection start: 1-2 months → |

1 CONTRACTING

Sign membership agreement

Gather and share three years of daily attendance numbers

Set date for virtual trainings

Identify data collection managers, data collectors

2 TRAINING & PREP

Human Subjects Virtual Training
1 HR

Practice with visitors

COVES Virtual Training
3-4 HRS

Pay initial invoice
Before the end of 1st month of data collection.

Survey and data collection tool building
With input needed from museum.

3 DATA COLLECTION

Data collection
ESTIMATED 15-25 HRS PER MONTH

Data collection planning
<1 HR PER MONTH

Check-in with COVES
After a month of data collection
30 MIN

4 FINDINGS

Continued data collection

Dashboard rollout!
After 3 months of data collection

Check-in with COVES
Available anytime

WHO IS RESPONSIBLE

- Main contact at your institution
- All data collectors at your institution
- COVES staff