

**ESR** Enterprise Systems Renewal

# Change Coalition Meeting

*Enterprise Event and Production Management*

March 16, 2021

UC San Diego

# Meeting Agenda

- EEPM Project Updates
- Next Steps
- Group Activity and Discussion

# About the EEPM Project: Project Scope and Phases

Phase 1	Phase 2	Phase 3
<p><b>Immediate scope</b></p> <ul style="list-style-type: none"><li>• Event Initiation/Registry workflow and form development</li><li>• Includes communication and change management</li><li>• Includes venue safety protocols</li><li>• Clear expectations around process adoption</li><li>• Health &amp; safety review and workflow</li><li>• Event metadata reporting to Covid-19, Construction and Safety teams</li></ul> <p><i>*Reporting on data captured as part of this process. New requirements drive additional information that needs to be reported on.</i></p>	<p><b>Mid-term scope</b></p> <ul style="list-style-type: none"><li>• Event publication process</li><li>• Public/private calendar</li><li>• Marketing and communications</li><li>• Risk management</li><li>• Tririga integration (building/location information)</li><li>• <i>Considerations for student-centric experience and visibility</i></li><li>• <i>Integrate initiation process with the publication process</i></li></ul>	<p><b>Long-term scope</b></p> <ul style="list-style-type: none"><li>• Event management process</li><li>• Registration and Ticketing</li><li>• Venue Scheduling &amp; Sourcing</li><li>• Event data analytics</li></ul>
<p>Completed: <i>January 2021</i></p>	<p>Target: <i>February 2021 - June 2021</i></p> <ul style="list-style-type: none"><li>• Requirements gathering</li></ul>	<p>Target: <i>Post June 2021</i></p> <ul style="list-style-type: none"><li>• Requirements gathering</li><li>• Procurement process</li></ul>

# Phase 1 Recap

- Event form development:
  - Virtual Events
  - Co-Curricular student projects pilot
  - Distribution and item pick-up activities
  - In-person events
  - On-campus Filming
- Event form workflow creation and testing:
  - Co-curricular events
- Change management and communications:
  - Blink project site development
  - Communications to accompany event form roll-outs
- Risk(s)/Issue(s):
  - Changed direction prior to planned co-curricular launch to collect requirements, form and workflow development and testing to launch in-person and distribution event forms for spring break.

# Phase 2 Status

## ○ Completed Work:

- Configured in-person and distribution event forms and approval workflows; launched in-person and distribution forms
- Collected requirements for event calendar
- Incorporated youth survey into both in-person and distribution forms
- Enabled Tririga building information look-up for in-person event form
- Updated ESR website to reflect current progress and status
- Hosted first change network stakeholder meeting
- Launched blink page:  
<https://blink.ucsd.edu/sponsor/events/index.html>

## ○ Current work In Progress:

- Developing co-curricular, filming and virtual event form paths
- Evaluating calendar.ucsd.edu and support model

## ○ Risk(s)/Issue(s):

- Due to the ongoing uncertainty attributed to COVID, the team has and may need to shift priorities in the future

### Phase 2

#### High-Level Scope:

- Event publication process
  - Public/private calendar
- Marketing and communications
- Risk management
- Tririga integration (building/location information)

*Considerations for student-centric experience and visibility*

*Integrate initiation process with the publication process*

Target: *February 2021 - June 2021*

*Includes Requirements gathering*

# Phase 2 Milestones

PHASE 2 MILESTONE	TARGET DUE DATE	STATUS
Discovery for risk management event processes/incorporation of youth checklist in event forms	March 1, 2021	<b>COMPLETE</b>
Launch event site on blink	March 3, 2021	
Launch distribution and in-person events intake forms		
Launch virtual intake form	Mid-March	<b>ON TRACK</b>
Launch on-campus filming intake form		
Complete project reporting capabilities and requirements	Late March	
Launch co-curricular event form	Early April	
Gather requirements to publish events to mobile app	Mid/Late April	
Gather requirements to publish events to digital signage		

# Next Steps

- Develop and configure on-campus filming and virtual event intake forms and workflows
- Host sessions to collect requirements:
  - Project Reporting to present event metadata and reports
  - Post events to mobile app
  - Display events on digital signage

# Network Brainstorming Session

What aspects of this project do you think will have the most positive impact on event planning campus-wide?



# Next Meeting

Tuesday, April 13, 2021  
11:00 am - noon