



End-to-End Event Management (E2EEM) Requirements Planning Meeting Minutes (National Office)

April 8, 2011

Attendees:

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Jim Matysek, National Office, IT

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Phase 1

- Require all USMS events to be added via this process to ensure visibility on the calendar as well as begin true end-to-end event management
 - Will request strong executive support to drive new expectation
 - Rule/policy change?
- Leverage existing calendar request form to include sanction/recognition requests as well
- LMSCs will continue their current off-line sanctioning processes
- Enhancements to existing form
 - Notification messaging to LMSC list of individuals with access to Sanctions web tools, requester, event contact info, etc.
 - Confirmation of submission to requester
 - Links to USMS standard reference documents for event hosts and meet directors (e.g. Guide to Operations and general "How-to" guides)
 - Notification of sanction request to designated LMSC individuals (for approvals)
 - Notification of sanction approval
 - Dashboard for sanction chairs and top ten recorders to show pending action items
 - Responsibility for calendar of events moved to LMSC

Phase 2

- Reminders
 - Pending requests that have not been approved
 - Events that are about to occur
 - Events that are completed and awaiting meet results/tabulation
 - Reminders to top ten recorders for submissions

Later Phases

- Additional data fields
- Enhanced messaging (e.g. warnings if another event already exists in same LMSC for same date)
- Integration with pool length data base
- Enhanced venue information (e.g. courses supported, number of lanes, etc.)
- Uploading LMSC specific documents (e.g. Meet director guides)



- Requester attaching documents (safety plans, meet entry forms, etc.)
 - Customer surveys
 - Fee handling
- 1) Notes
 - a) "Event" Types
 - i) All **course** types (OW, Pool-SCY, Pool-LCM, Pool-SCM) must be treated as separate "events," even when combined in one actual live event.
 - ii) All **event** types (postal vs. live) must be separated
 - iii) All **participation** types (clinic vs. competition) must be separated
 - b) Provide warning message when request is being entered if an event already exists on the calendar for the same date and LMSC
 - 2) Q&A
 - a) General
 - i) Can USMS generated sanction number be used instead of allowing LMSC to assign sanction number?
 - ii) Hiding events/dates on calendar could be problematic. Proposal is to identify an event date as "tentative" and display in conspicuous manner
 - iii) What is the purpose of asking these questions:
 - (1) Fitness Event?
 - (2) Exhibition?
 - (3) Charitable Eventt?
 - (4) Other?
 - b) Open Water
 - i) What is the need of capturing "Swim Characteristics" during the sanction process, vs. handling this type of information in the results data?