



Overall Project Vision

Maximize space utilizations on RIC campus by implementing the EMS Application

Overview

Rhode Island College implemented the EMS System a few years ago. While the event scheduling component was implemented, the scheduling module for academic classes was not implemented. This Health Check project is to allow the EMS consultants to examine the current EMS use on RIC Campus. The consultant will draft a plan for RIC so that the EMS System can be re-launched/implemented, with the academic scheduling component and other possibilities.

Objectives

1. Maximize room utilizations for both academic classes and for non-academic events
2. Build workflow to streamline room requests for events and the approval process
3. Manage services requests for events efficiently
4. Streamline scheduling of academic classes
5. Build integration for EMS and PeopleSoft
6. Define room owners and approvers, and their roles and responsibilities

Guiding Principles

1. Increase room utilizations on RIC campus by implementing the EMS system
2. Develop or revise specific policies on room ownership, room request and approval process
3. Integrate the EMS system with the College's administrative systems

Sponsor Offices

- **Executive Sponsors**
- VPAF Office
- **Project Manager**
- EMS Consultant
- MIS
- **Business Owner**
- Records Office
- Events Planning and Management Office
- AVP Administration

Project Approach

- The EMS Health Check project is a FY18 project.
- This project will be jointly managed by EMS and MIS
- EMS is part of Rhode Island College's administrative systems
- This project plan follows the proven product/service life cycle

Communications

- Will communicate to the appropriate teams:
 - AVAF Office
 - Records Office staff
 - Events Planning and Management Staff
 - MIS Department staff
- Provide training to all related staff
- Develop and update RIC specific documentation
- Project progress will be monitored using a Gantt Chart and shared among project team members

Metrics

- Records Office
 - 100% academic classes' classroom assignment are scheduled in EMS
- Events Planning/Management Office
 - 100% events' room assignment are scheduled in EMS
- Increased course offering to RIC students by RIC Academic Affairs
- Increased usages by RIC community members who rent RIC's unused rooms.