SCOUTS CANADA MAJOR EVENTS MANAGEMENT PROCEDURE

IDEA

- Identify the problem statement.
- Assess and frame the opportunity.

- Identify a problem or an opportunity
- Assess how effectively an event will help solve the problem or seize the opportunity
- Determine how the event aligns with strategic priorities
- Frame objectives, scope and high-level requirements
- Identify potential approaches to be evaluated
- Event is an effective solution that aligns?

Revision required

Approved for more study?

NO   **YES**

No further action

- Quantify and validate opportunity
- Identify feasible alternatives/options
- Evaluate alternatives for benefit (program quality), viability and risk
- Select most suitable alternative
- Scope requirements
- Develop high-level project plan
- Propose and select option (alt)
- Complete and submit event charter to NK3

Revision required

Event charter approved?

NO   **YES**

No further action

DESIGN

- Develop viable alternatives.
- Select a solution and develop the execution plan.

- Recruit and train event planning team to progress event design
- Gather and prioritize requirements
- Finalize the scope and scale of the event
- Design an event that meets requirements
- Develop key performance indicators (KPIs)
- Select site for event
- Establish detailed baseline of scope, cost, schedule, risks, resourcing and project execution plans
- Initiate project monitoring and controls
- Document deliverables and work breakdown structure
- Design monitor and control plan
- Draft detailed event management plan:
  - location
  - cost
  - risk
  - resourcing and schedule

  based on event charter, requirements, scope and deliverables
- Submit charter amendments, event management plan, budget and resource request
- Plan meets Standards?

Revision required

Event management plan approved?

NO   **YES**

No further action

EXECUTE

- Execute the approved plan and meet or exceed the design requirements.
- Prepare for delivering the event.

- Implement the agreed event management plan
- Recruit and ready the team to organize all aspects of the event plan
- Develop and finalise plans for transition from the design team to the event delivery team
- Initiate tracking of KPIs and metrics and event monitoring and controls
- Manage Communications
- Manage risks
- Perform quality assurance so all deliverables meet requirements

Event execution plan approved?

Review   **NO**   **YES**

DELIVER

- Deliver the event in 3 stages: pre-event (mobilization and readiness), event (the event itself) and post-event (demobilization and review).

BEFORE THE EVENT
- Implement the event execution plan(s)
- Orient and train event volunteers
- Set up and test all facilities, services and systems
- Conduct event emergency plan table top exercise

THE EVENT
- Event begins
- Complete daily lessons learned log
- Manage issues and risks
- Manage communications
- Conduct regular safety reviews
- Complete preliminary event evaluations
- Event ends

AFTER THE EVENT
- After action review including preliminary event evaluations
- Dispose of material acquired for the event
- After event action complete and depart

LEARN

- Review the event from initiation to execution.
- Document learnings and update records.

- Complete event review
- Provide final feedback and recognition
- Complete event report
- Complete financial report
- Submit reports

Reports accepted?

NO   **YES**

Submit documents for storage and sharing

CELEBRATE

SCOUTS CANADA