SCOUTS CANADA (MAJOR) EVENT MANAGEMENT FLOWCHART

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
- Determine event risk classification

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 & risk classification 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?
- Risk controls and deliverables approved?

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

The Event Management Process defined in this flowchart requires scaling appropriate for the risk, scale and scope of the event to be planned. All steps and approval stages must be followed, but the work and specific requirements should be modified and agreed with the decision makers in the "IDEA" stage as part of the Charter and Risk Classification approval process.

SCOUTS CANADA