LIS 4908 IT Projects

Digitech 2014

Section 1

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A. General Information

Project Title:	**DIGITECH**
Brief Project Description:	Digitech is an event where students exhibit and compete their latest technological creation as well as technological business startups.
Prepared By:	Bryan Strawter, Matt Sarmiento, Kevin Segal, Erica Jordan, Samantha Satowitz, Megan Gerace, Brittany Martincic, Marcos Jorge, Erich Marlowe
Date:	March 28th, 2014 (Friday)	*Version:*	Final

B. Project Charter

On *Friday March 28th of 2014* Florida State Program in Interdisciplinary Computing (PIC) will be holding its annual event, Digitech, at the Warren Johnston Building at Florida State University. The event will begin at 11:00am with exhibition promotions and will conclude with an award ceremony from 4:00pm - 5:00pm. The day before the event there will be a Digitech Kick-Off with a panel of professionals and educators for a Q&A section.

With technology emerging all around the world and an increased enrollment in schools involving technology at Florida State University, Digitech is an event for students to get involved and learn about new technology. The event will also host an exhibition for students to display and compete against other students for awards and recognition. The main purpose of the Digitech is to promote the field of technology to all.

Both the guests who attend Digitech and Florida State University PICs Department would benefit from this event. Florida State Would benefit by sparking the interest in potential students to pursue a degree utilizing technology which will boost the enrollment rate of Technology majors. The guests would benefit by being able to gain insight on the type of work people do with technology as well as have the opportunity to voice their opinion on which exhibit they liked the best by acting as a judge for the contest. Prior to the event, Digitech will have a Kick Off event the night before where there will be a panel of 5 professionals speaking on the idea of innovation and Startup businesses as well as refreshments at the end.

In order to operate at an effective rate while creating and managing Digitech and having such a large group to work with, we will have teams dedicated to different roles of the event. Each Team will have tasks that will need to be accomplished in order for the event to become a success. Along with initiation and execution, this project Plan will address the following teams:

1. Kick-Off Team
2. Award Ceremony and Closing Reception

3. Exhibition Logistics
4. Department Exhibitors

    The reason why we are having members get divided into teams is for project management.

Being divided gives everybody the opportunity to stay organized with each other and their tasks.

Each team will report each week to a meeting to go over the progress of what is going on and get

questions answered.

C. Work-Goal Break Down

1. Initiation

1.1 Select a member to become Section Leader (section members)

1.1.1 At a section meeting take a vote on who should be leader if there are no

volunteers

1.2 Assign members to different teams (section members)

1.2.1 Teams available: 1. Keynote and Opening speaker
2. Award Ceremony and Closing Reception
3. Exhibition Logistics
4. Department Exhibitors

1.3 Establish a communication plan (section members)

1.3.1 Utilize technology with email, Facebook, and telephone / texting

1.3.2 Establish a meeting with all teams and team members once a week

1.4 Assign Tasks to Teams (section members)

1.4.1 Create task list on SeeNowDo web program

1.4.2 Assign the tasks to each team based on task description

2. Preparation

2.1 Schedule time for late afternoon / early evening the day prior to DIGITECH, "The Kick-Off Event" (Kick Off Team)

2.1.1 Arrange time for the Kick-Off Event. 6:00 pm.

2.1.2 Email admin from PIC for approval.

2.2 Location to be arranged, reserve room (Kick Off Team)

2.2.1 Decide on a room for the event.

2.2.2 Contact David Michael Burnfin to reserve room

2.3 Reception catering (pizza, quotes, money) (Kick Off Team)

2.3.1 Collaborate with Sponsorship Committee and decide on a caterer

2.3.2 Contact admins of PIC for catering budget.

2.4 Ready equipment to record event (Kick Off Team)

2.4.1 Contact Frank Hart for camera rental

2.4.2 Pick-up camera before the day of event

2.5 Invitations to Kick-Off Event & Promotions (Kick Off Team)

2.5.1 Post flyer on Facebook groups

2.5.2 Email Professors of CCI to advertise the event to students

2.6 Coordinate with exhibition set-up scheduled in the Johnston Atrium the same evening (Kick Off Team)

2.6.1 Contact each team member to meet after the opening night event to set up.

2.6.2 Acquire tables, tablecloths, table skirts, and chairs for deployment after the event

2.7 - Call and reserve tablecloths and chairs, tables, stage risers, and podiums (Exhibition Logistics)

2.7.1- Contact caterer to ensure everything stated above will be available event day

2.8 Acquire computer displays and cables (Exhibition Logistics)

2.8.1- Contact Alex Morales and Jay Wiloghby in FSU ITS to reserve cables

2.9 Arrange for guest parking in Turnbull garage and arrange for passes to access the loading dock (Exhibition Logistics)

2.9.1- Contact FSU and make sure Turnbull is available for the day of the event

2.9.2- Notify FSU police that we need access to the loading dock

2.10- Assign exhibitor tables based on content and space (Exhibition Logistics)

2.10.1 Determine which exhibits would need the most space judging the size of the exhibit

2.11- Purchase and dispense water and snacks for exhibitors (Exhibition Logistics)

2.11.1- Collaborate with PIC to decide how many snacks and waters we will need for the event

3. Recruitment

3.1 Get Education Department Involved (Department Exhibitors)

    3.1.1 Get in contact with previous exhibitors from the education department

    2.1.2 Email professors within the Education Department to promote and encourage students to exhibit what they have been working on

3.2 Get College of Communication and Information involved (Department Exhibitors)

    3.2.1 Email professors and student groups within CCI within the Education Department to promote and encourage students to exhibit what they have been working on

3.3 Recruiting Exhibitors (Department Exhibitors)

    3.3.1 Email all previous Digitech Exhibitors University wide for re-enlisting

    3.3.2 Email the Deans and other professors of the Engineering School, School of Computer Science, College of Business, Information Technology to reach out to students for possible enlistment

    3.3.3 Promote on Facebook, specifically FSU Student Groups

3.4 Invite Deans to present awards. (Closing and Award Ceremony)

    3.4.1 Reach out to PIC team for deans email list.

    3.4.2 Send out email to deans email list received from PIC

3.5 Invite FSU dignitary to speak (MAKE EMAIL FOR PRESIDENT)*** FSU Provost (Closing and Award Ceremony)

3.5.1 Write draft email and send to PIC admin for approval.

3.5.2 Re-write email until its ready to be sent out.

3.6 Order trophies (Closing and Award Ceremony)

3.6.1 Email PIC admin for information on trophies.

3.6.2 Order the trophies from Awards4u.

3.7 Print Certificates (Closing and Award Ceremony)

3.7.1 Email PIC admin for information on Certificates.

3.7.2 Print Certificates once received

3.8 Work with Contest and Judging team to (Closing and Award Ceremony)

3.8.1 Collect People's Choice award data

3.8.2 Collect Judges decisions at event

3.8.3 Build awards PPT

3.9 Publicize the Event for bigger turn out (All teams)

3.9.1 Hand out flyers from PIC admin around campus

3.9.2 Class announcement regarding the event, inviting the students

3.9.3 Attend and set up table at Ice Cream Social to advertise Digitech

4. Execution
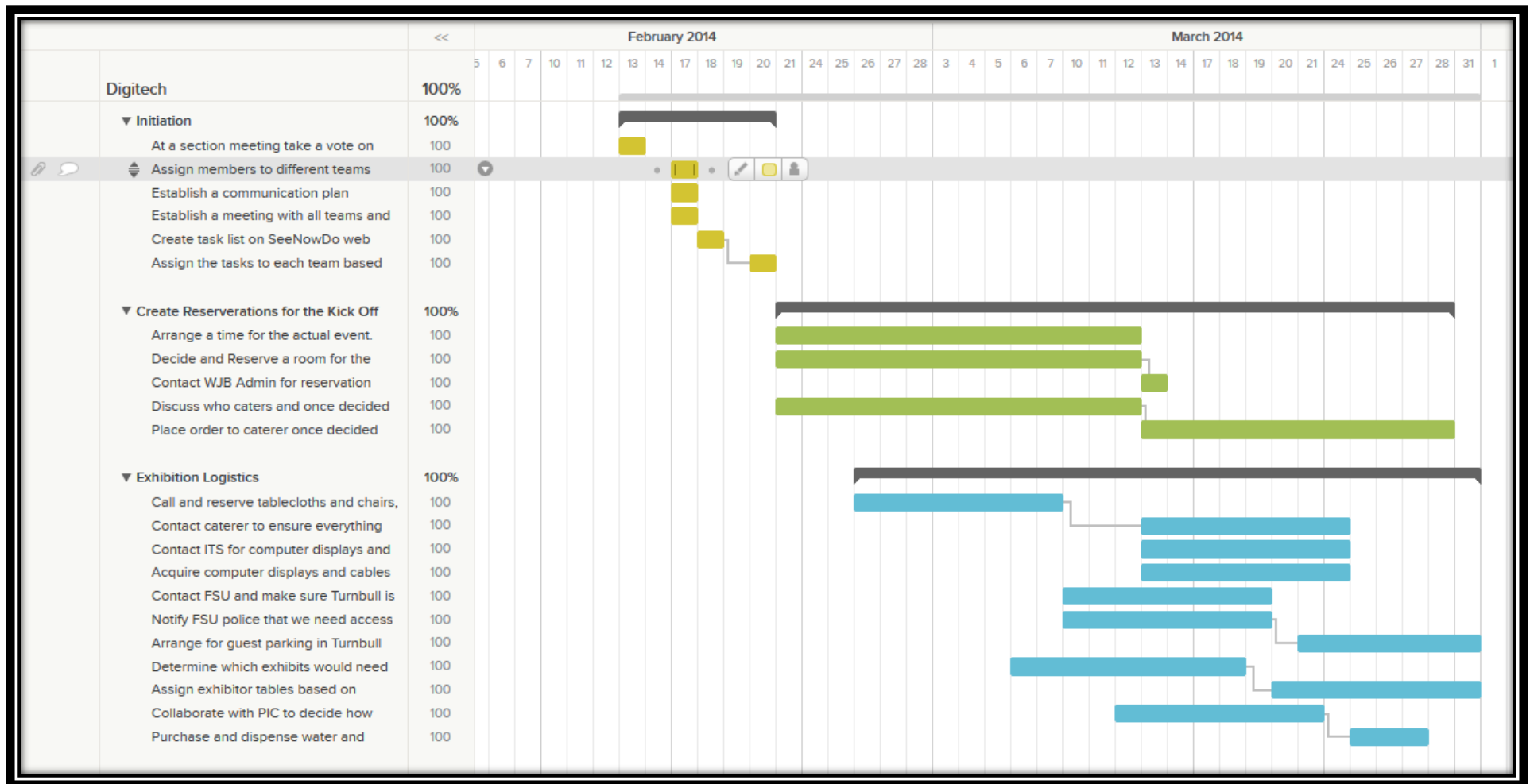
4.1 Stay On Guard (All teams)

4.1.2 Constantly survey the floor looking for anything that can put the exhibitors

at risk of failure

4.1.3 Engage regularly with the guest of Digitech and prepare to answer any

question they may have

4.2 Refreshments (Exhibition Logistics) (Kick Off Team)

4.2.1 Distribute snacks and drinks to exhibitors at event

D. Gantt Chart

			February 2014	March 2014
			5 6 7 10 11 12 13 14 17 18 19 20 21 24 25 26 27 28	3 4 5 6 7 10 11 12 13 14 17 18 19 20 21 24 25 26 27 28 31 1
Digitech	100%			
▼ Initiation	100%			
At a section meeting take a vote on	100			
Assign members to different teams	100			
Establish a communication plan	100			
Establish a meeting with all teams and	100			
Create task list on SeeNowDo web	100			
Assign the tasks to each team based	100			
▼ Create Reserverations for the Kick Off	100%			
Arrange a time for the actual event.	100			
Decide and Reserve a room for the	100			
Contact WJB Admin for reservation	100			
Discuss who caters and once decided	100			
Place order to caterer once decided	100			
▼ Exhibition Logistics	100%			
Call and reserve tablecloths and chairs,	100			
Contact caterer to ensure everything	100			
Contact ITS for computer displays and	100			
Acquire computer displays and cables	100			
Contact FSU and make sure Turnbull is	100			
Notify FSU police that we need access	100			
Arrange for guest parking in Turnbull	100			
Determine which exhibits would need	100			
Assign exhibitor tables based on	100			
Collaborate with PIC to decide how	100			
Purchase and dispense water and	100			

		<<	February 2014														March 2014																		
			5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31	1
▼ Department Exhibitors	100%																																					
Attend and set up table at Ice Cream	100																																					
Contact professors within the Education	100																																					
Contact professors and student groups	100																																					
Contact the Deans and other	100																																					
Promote on Facebook, specifically FSU	100																																					
Hand out flyers from PIC admin around	100																																					
Class announcement regarding the	100																																					
▼ Closing and Award Ceremony	100%																																					
Reach out to PIC team for deans email	100																																					
Send out email to deans email list	100																																					
Contact PIC admin for information on	100																																					
Order the trophies from Awards4u.	100																																					
Email PIC admin for information on	100																																					
Print Certificates once received	100																																					
Collect People's Choice award data	100																																					
Collect Judges decisions at event	100																																					
▼ Digitech Event Execution	100%																																					
Constantly survey the floor looking for	100																																					
Engage regularly with the guest of	100																																					
Distribute snacks and drinks to	100																																					

E. Potential Risks

Logistics Risk	Mitigation Strategy
Guest parking not available in Turnbull garage	Have another lot readily available incase this does occur
Lack of snacks and refreshments for student exhibitors and volunteers	Work out a deal with the Chick-Fil-A located in the William Johnston Building to provide enough food for everyone.
Not enough computer displays for student exhibitors	Work with Johnston Building ensuring that they will have extra displays the day of the event.
Johnston Departments not aware of the event	Notify them at least two days before the event and confirm that they are okay with the event taking place on the designated day

Key Note and Opening Speaker Risk	Mitigation Strategy
If WJB Room 2004 was already reserved	Reserve a different room sufficient for event
Lack of refreshments	Ensure that plan A is still a go by calling the restaurant and if it falls through, have a plan B restaurant ready to call.
Camera equipment fails before the event starts	Talk to IT to make sure if anything goes wrong with this camera there can be one readily available or have a technician on stand by
Give improper set up instructions/ requirements to the departments	We will frequently be reminding the departments of the instructions/requirements a month until the event as well

Departments Exhibitors Risk	Mitigation Strategy
	as during the event. We will have the list of directions and requirements at each department table as well.

Departments Exhibitors Risk	Mitigation Strategy
Lack of department involvement, didn't fill all of the necessary spots	Make sure that all departments are on board 4 weeks prior to Digitech event. That will give us copious amounts of time to acquire different departments if needed.
Miscommunication with departments when they are requesting an exhibit	Ensure that we maintain communication with all of the departments up until the day of the event ensuring that all of their needs are being met and they have everything they need to set up.
Flight simulator is already booked	Make sure we make an attempt to acquire the flight simulator a.s.a.p. so this isn't an issue. If it does become an issue we will reach out to School of Engineering for ideas
Give improper set up instructions/ requirements to the departments	We will frequently be reminding the departments of the instructions/requirements a month prior to the event as well as during the event. We will have the list of directions and requirements at each department table as well.

Award Ceremony Risk	Mitigation Strategy
Deans don't respond to Email	Email faculty members of the College to present awards.
Trophies are not ready on time	Follow up with Awards4u and confirm the Trophies will be ready on day of event.

Certificates are not ready on time	Follow up with Awards4u and confirm the certificates will be ready on day of event.
FSU Dignitary is busy the day of Digitech	Notify Dignitary at least two days before the event and confirm that they will attend else contact other candidates.
Food not Delivered from Aramark	Follow up with Aramark Catering and confirm the Food will be ready on day of event. Order pizza from Papa Johns incase food doesn't arrive.

F. Communication Plan

Communication Plan

Date: Mar 28, 2014

Project Name: Digitech 2014
_____

1.0 Introduction

This document provides a summary of the communication plan for Digitech 2014. It includes a list of the main audiences for this project, the goals for each of those audiences, the method(s) used to reach the audiences, and the timing of the communications. In many cases these communication activities will be included and described further in the project's work breakdown structure.

_____

2.0 Audiences

Sponsor (or other audience): *PIC Department (Program in Interdisciplinary Computing)*

Goals

The goal for communicating with this department is to have a solid communication plan. If anything is needed from the sponsor at any time communication between the sponsor and team is effortless.

Method

We will be using email along with Google Drive mostly to communicate with the sponsor. By using Google Drive we have the ability to make documents that we can edit simultaneously. Weekly meetings will also be in effect. Every Weds from 9am-10am project members may meet directly with the Sponsors

Project Team: Section 1

Goals

The goal within the project team is to have an open ended communication plan. Assisting with the project directly, we need to have a plan that is reliable and costs the least amount of time for a response.

Method

In order to have a successful project within our section we will be utilizing email, Facebook grouping, and texting (if necessary) as far as technology means of communications go. We will be having weekly meetings, Thursdays at 11:00am to what is happening and to get any questions answered. Google Drive will also be used to hands on documentation.

What	Who/Target	Purpose	When/Frequency	Type/Method(s)
Initiation Meeting	Any interested member	Present general information about the project and Digitech.	INITIAL Before project planning	Class and office meeting, Google Drive
Project Kick Off	All stakeholders	Communicate project plans and break into committees (teams). Identify the tasks that each team will be initiating.	At or near project planning start date	Meeting, SeeNowDo
Status Reports	Section 1 project members, John Marks, and project PIC Admin	To update teams on the progress that has been made and to answer any questions members may have	Regularly Scheduled. Every Thursday 11:00am-12:15pm	Class meeting, Facebook group page, email
Team Meetings	Section 1 members and PIC Admin	To communicate, plan, and complete detailed tasks for each teams.	Regularly scheduled every Weds at 9:00am-10am and Thursday 11:00am-12:15pm.	Office meetings and Class meetings
Sponsor Meetings	Project sponsors, committee members, and PIC Admin	Update sponsors on committee status. Ask questions to clarify project details (tasks, assignments, etc.).	Regularly Scheduled. Every Wednesday 9:00-10:00 AM	Office meetings and email
Other	To be determined by the other committees as well as having effective communication between the group.	General communications.	As needed	Class and office meeting, email, Digitech website

G. Monitoring / Control / Progress

Having multiple teams is a lot to handle and keep track of. In order to solve this we have

mandatory meetings to collaborate and update one another. In these meetings we will discuss

potential risk strategies, if anything has changed since the last meeting, and answer any

questions that team members have. At the end of each meeting, a team member will send out to

the teams a document containing the Meeting Minutes. These meeting minutes will contain what

went on in the meeting, who was in attendance, mitigation strategies, and a what to-do next

section. See next page of example minutes:

DIGITECH Team Meeting   3/20/14

PIC=Dee, Bryan Strawter, Marcos Jorge Erica Jordyn, Erich Marlowe, Megan Gerace, Matt Sarmiento

Absent: Kevin Segal , Samantha Saitowitz , Britt Josephine

Meeting minutes:

- This week's meeting consisted discussing the upcoming events, Next Thursday the 27th(Orientation) and tomorrow, Friday the 21st for the exhibitors orientation.

  Discussed who can make it and who cannot make it. For Friday the 21st, tomorrow, please view the facebook page dedicated to this project for a poll. There will be a speaker discussing start-ups, FREE PIZZA, and you get to pick up your DIGITECH t-shirts

- Promotions. We still need to keep pressing promotions as time is ticking till event day. Students are advised to use facebook, class announcements and word of mouth about Digitech.

- The night before the event is the most crucial. From 6-8 we will have a kick-off event where we will have 5 quest speakers. All the information is on the Digitech website. After the kick-off event, around 8 or so we all or atleaste 2 reps from each committee need to be there setting up for the actual event. Tables, Podium, Technology equipment, and cleaning the area.

- Lastly reach out to Ken Armstrong or Dee if you have any admin questions. I suggest you email Ken Armstrong and Dee as well as cc me in on the email to keep me on the loop and we will come up with a solution.


Team to-do:

- Promotions: Continue to promote the event to the general audience as well as promote to potential exhibitors

- Make time Friday, Tomorrow the 21st, and next Thursday evening between 6-11 to assist with setup for the day of the event

In order to keep track of tasks we are going to utilize an online program, seenowdo.com. SeeNowDo is a website that is used for project management and organization. The program is best used when each member of the team is updating it. It is a simple GUI program that allows the user to:

1. Add and manage other users and assign specific tasks to users
2. Create tasks in a way that is in a tree structure that involves subtasks
3. Easily manage which project is in progress, not started, blocked or completed
4. Accessed easily thru a device that can connect to the internet

Throughout the course of creating the event we will be establishing a solid Risk Management plan as mitigations may be made if a potential situation arises.

	Story	Not Started 0 hrs.	In Progress 4 hrs.	Completed 0 hrs.
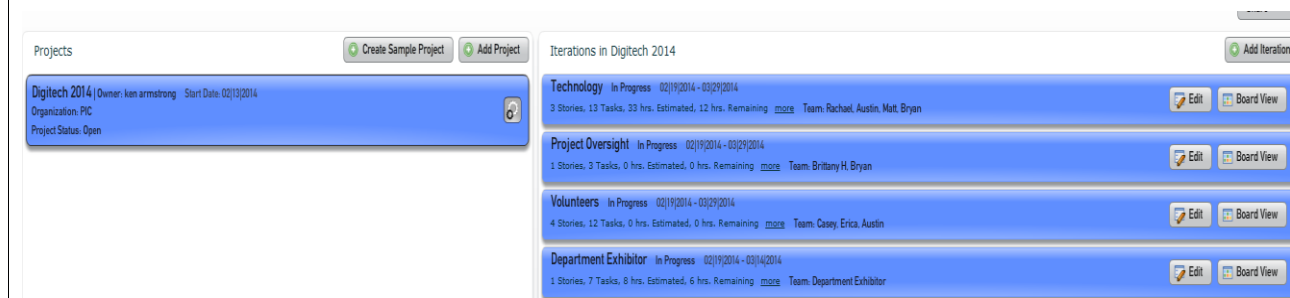
Exhibition Logistics — 0 pts.
This team is responsible for making all logistical arrangements for the exhibition and managing operations during the exhibition.
Team: Samantha Saitowitz, Erica Wander, Kevin Segal
Owner: Bryan Strawter
Add a Task — 4 hrs.

Not Started:

Work with Exhibitor Teams to assign exhibitor tables based — 0 hrs. remain

Set up staging and back-stage area for tech (check classroom usage — 0 hrs. remain

Purchase and dispense water & snacks for exhibitors and — 0 hrs. remain

Arrange for guest parking – Turnbull parking garage? — 0 hrs. remain

In Progress:

acquire computer displays and cables (one for each exhibition — 2 hrs. remain

Acquire Ambient music to play during exhibition — 2 hrs. remain

Contact/warn Johnston departments and teaching faculty — 0 hrs. remain

Completed:

Notify FSU Police – get passes to access loading — 0 hrs. remain

reserve table clothes and skirts from caterer — kra — 0 hrs. remain

Create floor plan for exhibition hall (available from last year) — 0 hrs. remain

podium, tables & chairs — kra — 0 hrs. remain

reserve stage risers — kra — 0 hrs. remain

Exhibit hall set-up (DIGITECH... — 0 pts. 0 hrs.

H. Digitech Budget

Identify the initial funding, personnel, and other resources committed to this project by the project sponsor.

Resource	Cost
FSU Lanyards	$345
Poll Everywhere Voting Service	$140
Office Supplies	$100
Sound	$250
Stage Risers	$800
Trophies	$530
T-Shirts	$1,649
Tables and Chairs	$140
Food: Exhibitor Orientation (Momo's)	$154
Food: Kick Off Event (Papa Johns)	$280
Food and snacks for Exhibitors for event	$150
Reception + Linens	$2,282
Mitigation Food $	$600

I. Conclusion

In conclusion, Digitech is designed to give guest the opportunity to explore technology by viewing and interacting with technology that students have developed. It also gives the guest an opportunity to learn about the new "StartUp" business era. Now, in order for Digitech to be a successful event there are a number of tasks that needs to be complete.

What made Digitech such a successful event, along-side having great exhibitors, was how it was created and ran. Initially we divided section members into teams of which have certain tasks. Each member was able to choose his/her team of their interest. After establishing teams then came the communication plan. To set a fine communication plan was the goal.

Prior to the actual event we had to prepare for what was to come. This included ordering technology equipment, acquiring tables and cloths, ordering food plus many more. While we were ordering and making sure everything was in order for the event, we would constantly recruit for the event. This included posting flyers, attending socials, and promoting on Facebook. Execution the day of the event was on point. Any situation that arises for example a computer power issue, a technology tech on the floor would quickly assist.

Although the event Digitech was a great success, there were a few things that could have been

handled a little bitter. Working with a big group like Digitech, section one and section two, could get a bit confusing at times. Having two separate sections is a lot to maintain for a student. The communication plan established did us well. Next time there needs to be something great. Having a great communication plan for a large group such as Digitech can reduce the stress come event tremendously. Section 1 recommends establishing a google drive to keep all the documents organized rather than rely on email for sharing information.

J. Hand-Off Documentation

Digitech Section 1

<u>Hand-Off Plan</u>

Project Team:

Digitech was a successful event with the help of the section 1 members. Prior to event day and on event the committees: Department Exhibitors, Exhibition Logistics , Keynote and Opening Speaker, and Award Ceremony and Closing were assigned specific tasks that needed to be completed. Initiating and executing this event was also a large responsibility.

What we have learned working with section 1 for Digitech is that the more people in the committee the better for certain reasons and can be a bit stressful at times. Having more bodies when it comes to hands on work and equipment set up can be a large benefit but the communication between all of the members can be troublesome. Having a solid communication plan between our committee was necessary in order for our portion of the event to be a success.

Digitech Expectations:

In order to achieve a successful Digitech event, members must take certain steps.

1. Follow the Section 1 Project Plan

   Once the committee members read through the entire plan they will have a

   better understanding of what to do with tasks and how to do them. From forming

   committees to event day execution, the project plan serves as a 'How To' guide

   for anyone taking over the committee the following year.

2. Generate Communication Plan

   A successful section has a solid communication plan. Having a solid

   communication plan benefited our committee by having all the members work in

   a collaborative environment. When it came to contacting each other, email,

   Facebook, and weekly meetings were utilized. When it came to putting the work

   on the paper, we utilized Google Drive to collaborate our works

3. Utilize SeeNowDo

   When it comes to task management, SeeNowDo is a program that should be

used to manage tasks between committees. This program will ensure that every member of the section is on the same page when it comes to needing to know what needs to be done and what has been done. When everyone is utilizing this program frequently, managing the tasks for Digitech will be simplified. The PIC department also has access to this program so that if they need to modify any current tasks they have the ability to do so.

4. Excitement

Bottom line, on event day the Section 1 members need to be excited for what is about to happen. Digitech is an event that has to have a high amount of energy in order to be a success. Everything that the members have put together prior to the event will finally air. When the guests see the members excited working the event and working with technology it will make the event a much better environment.

K. Floor plans

EXHIBITOR FLOOR PLAN & FLOOR PLAN IN FULL

S0002
UP
G060
G049
G048
Stage
G047
G001M
G046
G061
G056
G045
G055
G043
G062
G044
G053
G050
G001K
G042
G040
G052
G063
G064
G051
G041
G001
G045
S0001
Greeters
G040A
G001H
G038A
G001
G039
G038
G022
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G038C
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