

# Why Centralized Campus Scheduling Matters

**Scenario 1:** You are responsible for finding a suitable space for a group project. You need a space for 10 people next Tuesday but your department's conference room is booked all day. You aren't sure what other spaces have a conference room table with a TV and camera.

- Instead of asking colleagues if other departments have space available and waiting for a response while they check Outlook calendars, Google calendars, or Excel sheets - you can reference a campus-wide calendar of rooms that are available.
- The rooms listed are visible based on your specific role on campus. For example, as a staff assistant in the Accounting department, you are able to view conference rooms that are available for both Logan campus and Huntsman School of Business employees.
- You can further filter the available rooms by capacity and features like Zoom-capable and a whiteboard.

**Scenario 2:** You are a club advisor for the Study Muffins club. The club president asks about doing a fundraiser outside by the Quad. They want to bring in food trucks for students and staff to buy lunch in between classes. They want some seating for people to eat and a booth for interested students to join the club. The following groups need to be notified:

1. Advancement for fundraising approval
2. AVP of Finance for fundraising approval
3. Central Reservations for Quad use
4. Landscape management for sprinkler shut off
5. Fire Marshal to ensure inspection compliance
6. Parking to request a sidewalk permit
7. Request Operations to rent tables and chairs

Knowing what and when to convey the information for a successful fundraiser can be confusing and time consuming. Using a centralized system means simplifying the approval process, centralizing the data, and saving time.

**Scenario 3:** You've been assigned the department holiday party. You find a suitable location on campus and submit a request. The department head has asked for progress on the planning. Because you entered the request into a central scheduling system, you can track the progress online. You can report back the following:

1. The room is approved
2. Catering has contacted you and finalized the menu
3. The AV equipment for for the band is confirmed
4. The table and stage layout is mapped and uploaded to the app
5. The request coordinator has followed up with centerpiece ideas
6. The current pending step is waiting on the coordinator to send over an estimate of the cost so that you can compare to the anticipated budget.

Having a single source of truth streamlines communication and logistics of reservations and events, saving time.

### **Summary**

These scenarios (and many others) happen across campus and often pull people away from their normal duties, requiring time spent on multiple forms, emails, processes, and tracking. With a centralized system, all of this can now be managed in one place.

## **How does this happen?**

USU has a software that can house these schedules, approvals, and processes.

Coursedog is a scheduling software that combines role-based request forms with logic-based workflows to create a campus platform for processes and collaboration for equipment, services, and spaces.

## **Central Scheduling Summary**

1. One form
  - a. multiple emails, phones, web forms, and paper forms streamlined into one
2. One process
  - a. No matter how complex, the process is consistent. Built in logic takes the guessing out of what to do next.
3. One source of truth
  - a. One campus calendar to reference
  - b. One source of process approvals for anyone involved in the reservation.
  - c. One set of data to enhance strategic goals for campus and improve space availability.