

Master Calendar Program  
Cal Poly State University  
July 30, 2004

# Cal Poly's Current Environment

- University Scheduling Office
  - Responsibility for providing guidelines and deciding whether a proposed use of university facilities is in accordance with the University Mission.
  - Creates, manages and publishes all policies and procedures to be adhered to by all who schedule events, activities, or campus services.
  - Master Calendar serves as the official university calendar for use in scheduling activities and events sponsored by Cal Poly or hosted on our campus- whether they be in support of instruction, student activities, cultural events, or community sponsored activities
- CollegeNet's Resource25 and Schedule25 products in use for over 5 years
  - Utilizes Cal Poly's standard infrastructure: Oracle database, Sun Solaris/ Win2k, IBM's Websphere/Apache
  - Comprised of desktop administration application and web viewer application

# Cal Poly Current Environment, con't

- Constituents
  - Event Requestors approx. 100 users (schedulers, venue managers, service providers)
    - University staff which includes Cal Poly administrators and auxiliary administrators (Foundation, Associated Students, Performing Arts Center, etc.)
      - Enter and request scheduling events
      - Utilize integrated workflow for certain resources and services (e.g. catering, parking, facilities) to confirm availability
    - University faculty
      - Provide resource needs for classroom environment (e.g. distance learning, classroom size, etc.)
      - Request support for Speaker engagements
  - Event Viewers approx. 20,000+ users
    - Campus community
      - View calendar events
      - View availability of campus resources
    - External (public) community

# Application Requirements

- The application must be able to interface with our Student Information Systems (SIS) to import all classes for a given quarter with both batch and real time functionality.
- The application must be able to export revised data back to SIS with both batch and real time functionality.
- The application should be able to integrate with our faculty staff and calendar application (Oracle calendar).
- Any user-facing web interfaces and workflow will need to operate within the context of the UPortal framework and with integration support for central authentication, data warehouse, and similar key components of the Cal Poly web infrastructure. This could be accomplished via native UPortal channel development, or in an approach similar to that which is being employed to integrate Oracle Collaboration Suite portlets with Cal Poly's UPortal infrastructure.
- The application should be able to interface with portable devices (i.e.; palm).

# Application Requirements (cont.)

- The application should supply utilization analysis capabilities and reporting for metrics gathering (e.g. how many organizations and what type of organizations are using state resources, budget use reporting based on how the resource was initially funded, etc.)
- The application would supply room usage reports for forecasting.
- Ability to set up a pool of resources (e.g. chairs that can be swapped between entities)
- Ability to gather classroom/course needs up to 5-7 months prior to quarter and continue adjusting/updating those needs up to 2 weeks after the quarter begins
- The ability to adjust events in any given building in the event of a disaster.
- An event framework that allows you to move a given event to a different date, time or location with ease.
- All events should have the capability for personnel to assign workflow, resources, integrate approval processes or send email confirmation notices if deemed appropriate.
- Application permissions need to be flexible and not cumbersome to administer.

# Application Requirements (cont.)

- Incorporate a quick, easy way to create both one time events and reoccurring events
- Ability to duplicate events from one quarter to the next (copy paste functionality).
- Ability for all users to create and share reports.
- Integration of a web based request form with ease in customizing the form template by the administrator.
- Web request form would provide drop down menus for the requestor to select room preference requirements, capacity requirements or specific room feature they would like for the new event.