

25LIVE:

Scheduling at UW Tacoma



HISTORY

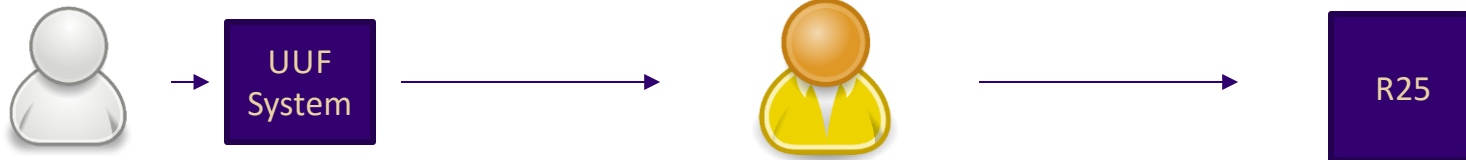
- UW Tacoma has used R25 for all space scheduling 10+ years
- 2012: UW Tacoma IT provided a home-grown user interface (UUF) for requesting rooms for non-academic use, with duplicated entry in R25
- 2014: Began review for a system that would provide efficiency and eliminate duplicated effort
- After reviews and demos of multiple systems, 25Live was the best option for UW Tacoma
- 2016: UW Seattle and Bothell collaboration begins
- 2017: UW Tacoma approved funding of 25Live upgrade

TRI-CAMPUS INITIATIVE

- Researched and interviewed campuses that implemented 25Live for feedback and advice
- Technology remains supported by UW Seattle
 - Tri-campus contract minimizes costs and shares resources
 - Creates opportunities for collaboration, sharing knowledge and expertise
- UW Tacoma and UW Seattle Health Sciences will begin pilot, launching in advance of UW Seattle and UW Bothell



Space schedulers manually
duplicate data from one
system to another



of standard UUFs (new & change requests)
processed in Registrar's Office:

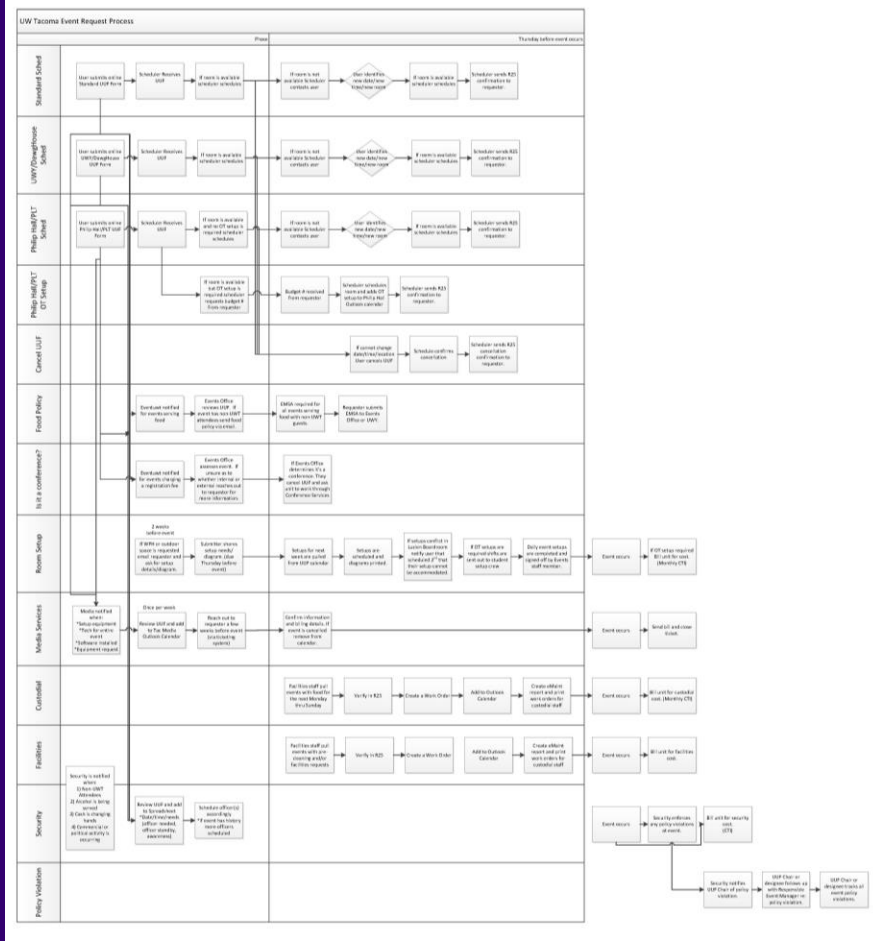
Sept 2013 – Aug 2014: **3356**

2014–2015: **3020**

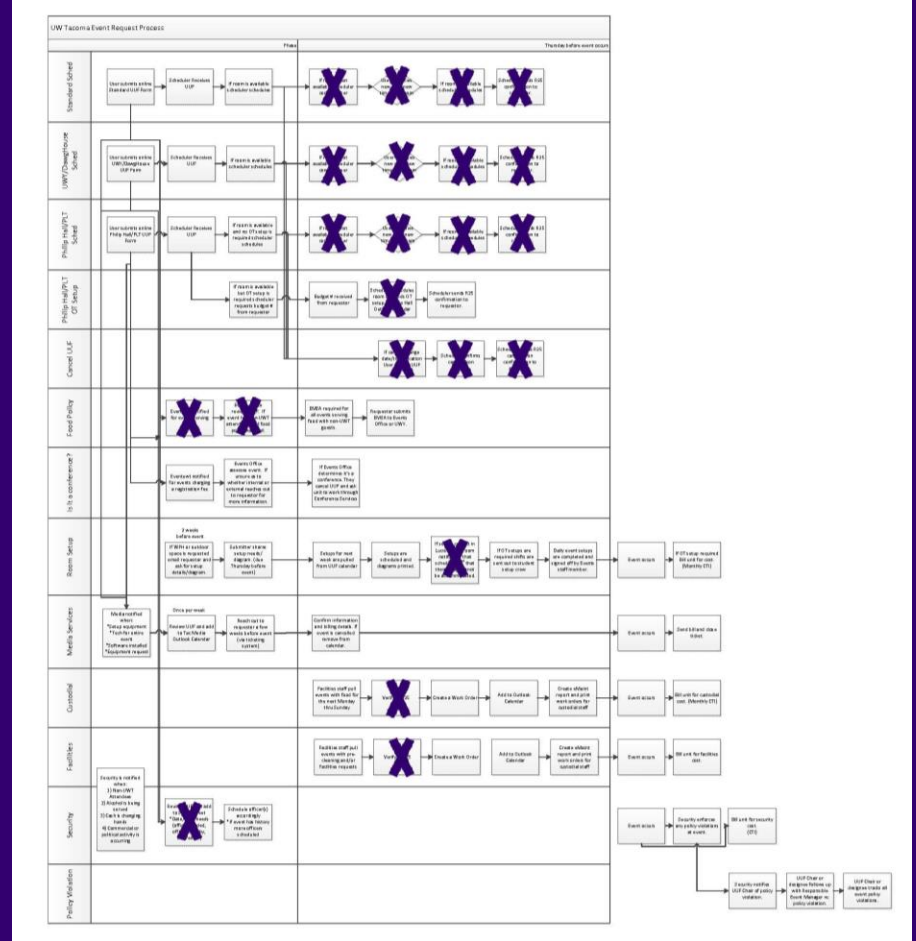
2015–2016: **3650**

2016–2017: **3302**

CURRENT PROCESS:



PROCESS WITH 25Live:



BENEFITS OF 25LIVE

Academic Scheduling

- Vital upgrade to tri-campus space scheduling tool
 - R25 is no longer supported by vendor
- Comprehensive reports on space use data for University courses
- Streamline course breakout requests for academic schedulers
- Separate tri-campus project to streamline academic scheduling processes and reporting - led by Office of University Registrar in Seattle

Events Scheduling

- Centralized system, automated workflows = opportunity to eliminate duplicate processes, save “people time,” decrease error rate
- Conference rooms reserved immediately – no scheduler required
- Transparent space availability through web
- Transparent event costs = requestors will know details upfront
- Centralized billing for support departments

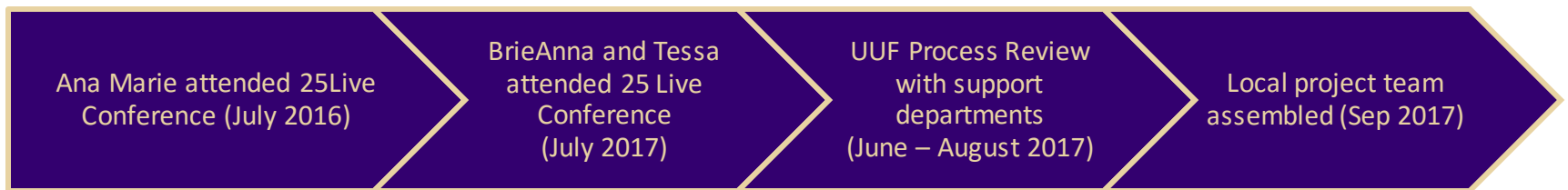
MORE BENEFITS OF 25LIVE

- 25Live is web-based and mobile-friendly
- UWT-IT will have access to 25Live data
- Ability to take offline certain spaces and turn off lights and HVAC for energy saving
- All campus spaces scheduled via 25Live (including student study rooms) = comprehensive schedule for campus
- Streamline Registered Student Organization (RSO) event scheduling



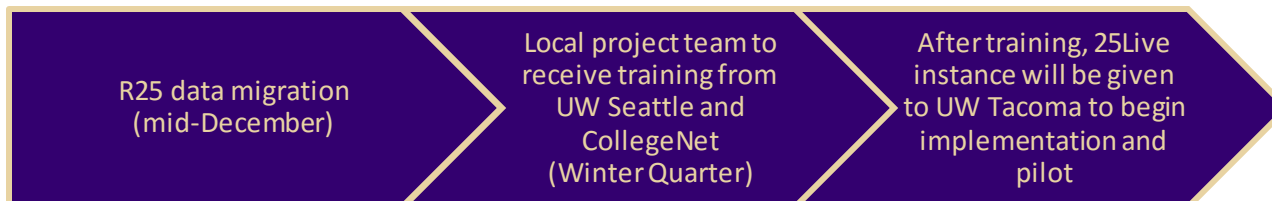
TIMELINE FOR IMPLEMENTATION

COMPLETED:



Local project team meets weekly. Project sponsors join once a month.

NEXT STEPS:



COMMUNICATION PLAN

- Learn updates about progress on the UUF homepage.
- Share the two-day blackout dates (mid-December) with campus as soon as they are confirmed, working to minimize the impact
- Academic schedulers are updated monthly
- Support departments are already involved (Facilities Services, Campus Safety and Security, Media Services, Parking, Event Setups)
- Core team will begin meeting with departments in winter quarter

POST-IMPLEMENTATION PHASE

- Continuous assessment of new system, check-in with support departments and users for feedback
- Online training
- UUF system phase out
- Share implementation experience with UW Seattle and UW Bothell

QUESTIONS?

