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:

Ana Marie attended 25Live Conference (July 2016)

BrieAnna and Tessa attended 25 Live Conference (July 2017)

UUF Process Review with support departments (June – August 2017)

Local project team assembled (Sep 2017)

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

NEXT STEPS:

R25 data migration (mid-December)

Local project team to receive training from UW Seattle and CollegeNet (Winter Quarter)

After training, 25Live instance will be given to UW Tacoma to begin implementation and pilot
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?