

Event Manager™

EVENT AND WORKFLOW IMPLEMENTATION & CONSULTING PACKAGE

Purpose

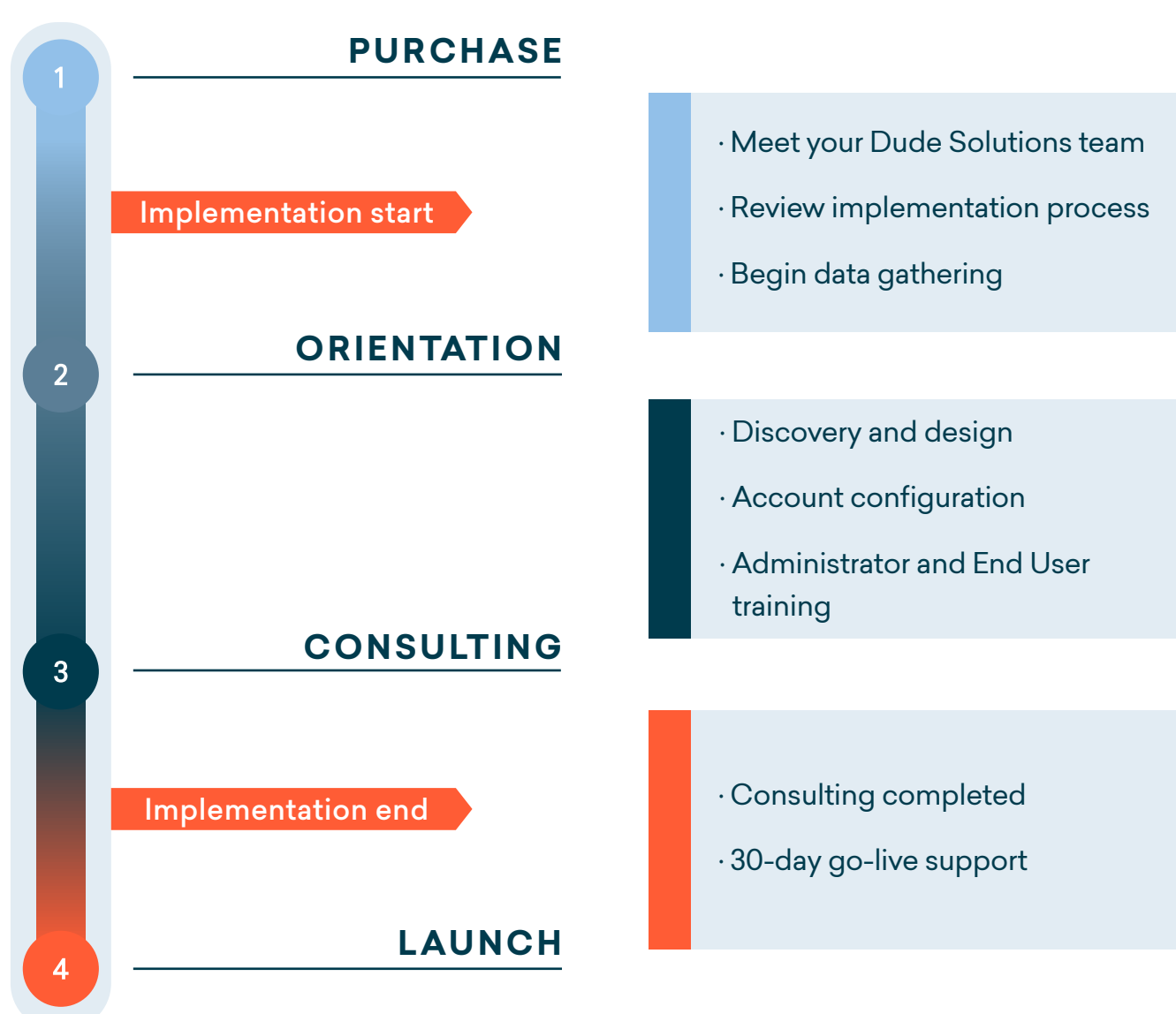
Dude Solutions provides focused guidance by experienced consultants to ensure an effective and efficient implementation and faster ROI. This includes:

- › Meeting with key stakeholders to ensure the set-up and configuration will meet the client's current and future needs
- › Location and category hierarchies are configured appropriately
- › Workflows meet the needs of the business
- › Available data is cleaned, aligned and imported
- › End users are trained and ready for go-live

Project deliverables

- 1 Project kick-off call with a Dude Solutions Project Coordinator
- 2 Discovery with Dude Solutions Events Consultant to determine specific event management and cost recovery goals and objectives to drive the most effective Event Manager configuration
- 3 Determine and assist with setting up appropriate workflows and drop-down lists
- 4 Assistance with layout, branding and community-use configuration
- 5 Review, cleanse and import available user, location, category and event data
- 6 Assistance with configuring invoicing and cost recovery
- 7 Training for Admins, Leads and Full Users
- 8 Go-live support for additional assistance during roll-out
- 9 Unlimited access to Help Site, Virtual Classroom Trainings and best-practice webinars – during and after implementation

Client journey



A sample of topics that will be covered during your Consulting Service:

- Building the foundation: defining requirements**
 - › Identify locations, objectives and stakeholders
- Configuration and data loading**
 - › Prepare location, category and user permission data
- Invoicing and cost-recovery best practices**
 - › Set up fee packages and online payments
- Event request / approval task and management workflow**
 - › Define approval process for internal and community events
- Event import**
- Data mapping and testing from integrated platforms**
- Hands-on training by user role**

In addition to hands-on training, your active partnership with Dude Solutions also includes the following supporting materials and training options:



Virtual Classroom Trainings



Video Resource Library



Dude University