Department of Human Resources 2013

Co-Op/Student Intern: Project Proposal

PROJECT TITLE : Standard Operating Procedure (SOP)

Address: 805 Central Av Suite 200 Cincinnati Oh 45202 513.352.2400

Division: Employee Services: Professional Development/Organizational Effectiveness

Purpose:

Develop Standard Operating Procedure (SOP) for City-Wide events and Training sessions with the intent to increase efficiency, ease of delegating tasks during the planning process, increase clear communication and flow of information between event planner and others involved in the implementation. This will consist of research well crafted, comprehensive S.O.P.'s from other organizations, assemble information already collected, assist in the actual preparation and implementation of and attend an event and at least 2 training sessions for a deeper understanding of the process and information needed for a thorough SOP. Pull all of the information together to finalize the document. Edit and distribute document to appropriate staff for review. Complete further edits and check for typos, grammar, form, and font consistencies etc.

Deliverables:

- Relevant Pictures to demonstrate material set up, diagram of seating layout, sign-in table etc.
- Relevant videos if needed to communicate details
- Included materials checklists, email distribution lists, relevant Small Business Enterprise's (SBE) i.e. caterers, signs etc.
- Completed well crafted Standard Operating Procedure for City Event Planning
- Completed well crafted Standard Operating Procedure for City HRDA Training Sessions

Tasks and Schedule:

No	Tasks	Equipment/Materials Needed	Time Frame	Task Contact
1.	Research rules and/or guidelines for government related SOP (timeline rule for revising procedure) Choose few samples	City computer w/internet	Within 5 work days	Anyone in HR Dept.
2.	Find relevant sample - check with Project Contact for appropriateness	Print out of sample choices	At the end of the 5 work days	Lisa A
3.	Review one of our SOP's from SharePoint	Access to SharePoint	Within second week of project	LaWanda Johnson Lisa A
4.	Attend events	Event	As scheduled	Lisa A
5.	Take pictures & video as needed for clear illustration of event set-up and at event clean up	Camera with video-if need one Lisa A can facilitate with Fire A/V or CitiCable-Relevant to content,	At City event	Event Coordinator

SAMPLE

		review what has been collected		
6.	Upload appropriate & approved media content	Computer – media connections	Next Step	Lisa A or LaWanda
7.	Attend trainings	Training sessions	Within month	Lisa A
8.	Take pictures of locations, room set up, participant materials etc.	Camera with video Computer	At training session	Lisa A or person facilitating session
9.	Begin to outline/frame a template for the content	Computer, draft documents/sample SOP's	Within week after last training attended	Lisa A
10.	Submit documents for review	Computer Email	Within one work week after crafting draft	HR Staff
11.	Plan meeting with C.M.O./Communications review (Elizabeth	Outlook Calendar	Within one week after crafting draft	Lisa A
12.	Plan meeting with C.M.O./Communications and HR Liaisons review	Outlook Calendar	Within one week after crafting draft	Lisa A

No	Stakeholders
1	The City of Cincinnati Administration
2	City Employees
3	Human Resources Department

Project Contact Information: Lisa Auciello, Senior Human Resources Analyst, lisa.auciello@cincinnati-oh.gov 513-352-1506

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