

Service Catalog Project

I. Project Vision

- a. To have an accessible resource that Service Vice Presidents or other interested parties can use to research local service organizations to maintain a history of Iota Phi's service ventures to inform newer members of Iota Phi's involvement within the community.

II. Project Introduction

- a. To have an accessible online database full of local service organizations that Iota Phi works with. Each organization will have its own page, and each page will have the following:
 - i. Description of the service organization
 - ii. List of projects Iota Phi has done with the organization
 - iii. Name of coordinator(s) with e-mail address
 - iv. Keyword tags to identify who the organization helps (e.g. homeless, elderly, children, etc.). Each page would have a main keyword to be put in a column for the main list, and a second column with other keywords for sorting purposes.
 - v. State which of the four Cs projects with the organization apply to.
 - vi. What time of year and how frequently Iota Phi does this project, and when it can be done. (e.g. December (annually); Any time; October-December (annually), etc.)

III. Committee/Project Team Structure

- a. Project Chair (1 person)
 - i. Who
 - 1. Yen Nguyen (Active)
 - ii. Duties
 - 1. Arrange meetings to collect updates
 - 2. Facilitate parts of the project as needed by other committee members
 - 3. Assign each committee member a term to gather data from
 - iii. Background/Skills/Connections
 - 1. n/a
- b. Researcher (2 people)
 - i. Who
 - 1. ?
 - ii. Duties
 - 1. Create Google Doc Excel sheet with a list of every project as they retrieve it from the calendar.
 - 2. They write the organization name next to each project
 - 3. After all the data is gathered, they group the projects together by organization name.
 - 4. Work with SVPs to categorize organizations by 4 C's, keywords, and write when projects can be done

- iii. Background/Skills/Connections
 - 1. n/a
- c. Former Service VP (N/A)
 - i. Who
 - 1. ?
 - ii. Duties
 - 1. Be a resource for the researcher by providing information about service projects for categorization purposes.
 - iii. Background/Skills/Connections
 - 1. Knowledgeable about Fall and Spring projects
 - 2. Have direct contact with coordinators
 - 3. Know many other former Service VPs
- d. Database Manager (3 people)
 - i. Who
 - 1. ?
 - ii. Duties
 - 1. Cleans up data to be inputted
 - 2. Inputs the gathered data to Wiki pages
 - 3. Creates an overall list for the catalog
 - iii. Background/Skills/Connections
 - 1. Understands MediaWiki usage and enough Wiki Markup to format pages
- e. Archivist (1 person)
 - i. Who
 - 1. ?
 - ii. Duties
 - 1. Create physical documents of each service organization;
 - 2. Format documents to be presentable;
 - 3. Store info in a binder alphabetically by service organization title;
 - 4. Upon completion, store binder at Shields Library Special Collections;
 - 5. Keep binder up to date
 - iii. Background/Skills/Connections
 - 1. n/a
- f. Advisor (1 person)
 - i. Who
 - 1. Ashish Bhatt
 - ii. Duties
 - 1. Give advice to committee members about their respective duties as needed
 - iii. Background/Skills/Connections
 - 1. Connected to many former Service VPs and other involved members
 - 2. Understands MediaWiki software usage

3. Has seen many service projects first hand

IV. Sample Structure for Committee Team Meeting

- a. Necessary Attendees
 - i. Chair
 - ii. Researcher
 - iii. Project Manager
 - iv. Archivist
- b. Optional Attendees
 - i. Advisor
 - ii. Former Service VPs
- c. Frequency of Meetings
 - i. Weekly
- d. Agenda
 - i. Introduction
 - ii. Project Chair Updates
 - iii. Researcher Updates
 - iv. Database Manager Updates
 - v. Archivist Updates
 - vi. Service VPs Updates (if needed)
 - vii. Discuss solutions to problems
 - viii. Set goals for next meeting

V. Goals

- a. Have committee collect aforementioned data about service projects through the Iota Phi Calendar from 2005-2011 by February 25th, 2011.
- b. Create a Wiki page for each organization for which we collected information by March 11th, 2011.
- c. Create a physical document corresponding to each created Wiki page, and store it within a binder by March 11th, 2011. This binder would be stored at UC Davis' Shields Library Special Collections.
- d. Assign one chair to continue and maintain this ongoing project for the next term.

VI. Resources Needed

- a. Iota Phi Calendar
- b. Physical records of service projects from terms passed
- c. Former Service Vice Presidents to contextualize information
- d. Person familiar with MediaWiki to set up page format
- e. Stakeholders would be Iota Phi Wiki users in search of service project information
- f. UC Davis Shields Library Special Collections

VII. Budget

Expenses	Approximate Cost	Notes
Prints	\$0.06 x 400 = \$24	Print from Copyland
2" Binder	\$2.00 x 2 = \$4	Two binders

VIII. Risk Management

- a. Anyone can edit Wiki pages, so if pages are abused, then have Iota Phi Wiki moderator ban user and/or protect pages.
- IX. Evaluate**
 - a. Criteria used to evaluate the project include
 - i. Number of organizations logged
 - ii. Number of service projects logged
 - iii. Whether Wiki pages adequately serve the chapter's needs (take surveys)
 - b. The results of this evaluation will be communicated to the chapter and Service Committee.
- X. Document**
 - a. Documents needed to continue this project include
 - i. Service Project Catalog Binder (as stored at Shields Library)
 - ii. Any new calendar events with proper descriptions (as written by Service VPs)
- XI. Gantt Chart**
 - a. See next page

Service Catalog Gantt Chart

[illegible]