Saskatoon Engineering Society (SES) Events Work Breakdown Structure (WBS)
SES Member Services/Technical Events Committee

May 31, 2016, Draft – Jonathan Bushman

This document will have three parts: one rough WBS for the year's event planning in general, one potential schedule for the year's events, and one part for breaking down the work for planning a single event.

Events Planning Work Breakdown Structure for a Year
(**Note that this structure shows possible events. Not every event is required and there should probably be events that have not been noted. A good idea should not be dismissed simply because it is not shown in this list. This list is extra long just to get people thinking about ideas for potential events, not to say we have to do every event. This WBS is mostly here to give some ideas for planning a year's events.**)

- Planning Meeting at Start of the Year – Topics to consider include
  - Volunteers
    - Note that event planning for the SES year is likely too large for one volunteer to handle. Just the Engineering Week events are too much for one volunteer to handle. It may make sense to have one person in charge of social events, one in charge of technical events, other volunteers to help them, and co-ordination between everyone.
  - What inspires you? What excites you about the Saskatoon Engineering Society? What would excite others about the Saskatoon Engineering Society? How can we make our events interesting?
  - Event Ideas - see below for many ideas
  - Technical Topics
    - Multi-discipline, specific discipline, non-engineering (e.g. communication skills or legal matters)
    - Potential Speakers
  - Timing:
    - Should we have some events in the evening, at weekday lunches, on the weekend, for a full day, or at other times? A mix of times is likely needed.
    - Frequency of events and scheduling
  - Locations: both the actual event address and whether we should have events outside Saskatoon (but still within the SES area)
  - Communication Methods – work with the Communications Committee
  - Co-ordination with other organizations
    - SESS (Saskatoon Engineering Students' Society) and other university groups (much is done through the individual discipline groups for the students)
    - APEGS (Association of Professional Engineers & Geoscientists of Saskatchewan)

- ▪ Engineering discipline focused groups (e.g. CSCE (Canadian Society for Civil Engineering) and IEEE (Institute of Electrical and Electronics Engineers))
- ▪ Other technical groups (e.g. CSC (Construction Specifications Canada) and PMI (Project Management Institute))
    - o People Invited: Engineers, EITs, geoscientists, students, related families, and/or the general public?
- Other Event Planning Meetings (e.g. planning for Engineering Week)
- Social / Networking Events
    - o Pub mixers
    - o Christmas mixer
    - o SES / SESS (students) mixers
    - o Mini-golf
    - o Industry Celebrating Excellence (ICE) – generally during Engineering Week in early March
    - o Other (e.g. board games event, supper and movie night, attending Spectrum (the U of S College of Engineering science and engineering show), barbeques, picnics, ultimate Frisbee, engineering-related treasure hunt, and tobogganing, to name a few ideas)
- Technical Events
    - o SES Nooners (technical presentations during a mid-week lunch)
    - o Evening presentations
    - o Discussion panels
    - o Seminars
    - o Industry tours (e.g. during Engineering Week)
    - o Design competitions
    - o Other technical events
- Engineering Week (early March)
    - o Industry Celebrating Excellence (ICE)
    - o Industry Tours
    - o Public Events Focusing on Engineering
    - o Other
- Other Events
    - o SES Annual General Meeting (AGM) – This is outside the scope of the events committee as the past president generally plans it.
    - o Science fairs
    - o Public Events Focusing on Engineering (e.g. a public talk on "What is Engineering?" with some sort of food and possibly some hand-on demonstrations)
    - o Combination events (e.g. we had a pizza supper and technical presentation evening at St. Peter's College in Muenster, Saskatchewan, inviting engineering students and engineers from nearby mines and industries)
    - o Joint meetings with other organizations (e.g. possibly a conference with many technical societies invited)
    - o Year Kick-Off event (e.g. maybe a barbeque, technical presentation, and Frisbee tournament in September before the SES AGM)

- Road trip for a tour a little ways out of town (e.g. a potash mine)
- Webcast, video-conferencing discussion panel, or something that would allow virtual attendance

Potential Schedule of Events
(This is one potential schedule for a year and the events may change. **Note that if you set this schedule in stone (i.e. make it a permanent rule), then something has gone wrong and the flexibility is lost.**)

- July
  - No events or meetings planned
- August
  - Event Planning Meeting (which may be scheduled for September instead)
- September
  - Potential Kick-Off Event
  - Saskatoon Engineering Society Annual General Meeting
- October
  - Technical event (e.g. nooner)
  - Social event
- November
  - Technical event (e.g. nooner)
  - Social event (e.g. tobogganing or something inside)
- December
  - Christmas mixer
- January
  - Technical event (e.g. nooner)
  - Social event: e.g. SES / SESS (students) mixer
  - Events committee meeting to plan for Engineering Week
- February
  - Technical event (e.g. nooner)
- March
  - Engineering Week
    - Industry Celebrating Excellence (ICE)
    - Industry tours
    - Technical event (e.g. nooner)
    - Other events (e.g. a public event)
- April
  - Technical event (e.g. nooner)
  - Social event
- May
  - Technical event (e.g. nooner)
  - Social event (e.g. mini-golf)
- June
  - Social event outside

Work Breakdown Structure for a Single Event
- Determine Event Type

- Assign Volunteer Duties (This may be just one person.)
- Make Speaker Arrangements (Depending on the event, the speaker may be leading a tour or just letting people know the competition rules.)
    - Determine the event time and a location that works.
    - Inquire what arrangements the speaker needs (e.g. a paper flip chart).
- Make Location Arrangements
    - Book the location.
    - Arrange for food (if applicable).
    - Arrange for technical equipment if required.
- Make Communication Arrangements
    - Type up an announcement.
    - Get the SES secretary to send out an email and post an announcement to the SES website.
    - Check with the Communications committee for alternate communications methods (e.g. Facebook, notifying local companies)
- Attend the event.
    - Bring the SES sign, speaker gifts, etc.
- Finish post-event tasks
    - Submit receipts, a short report, or event photos as applicable