Room Booking Implementation Project

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Project Objectives

• Implement a new system for booking **meetings** – Planon with Outlook integration.

• Departments that share their rooms benefit from being able to book rooms across College. Everyone will be using the same booking system, saving time and increase the visibility of available rooms.

• Phased roll-out with long term goal of including:
  – all campuses
  – all rooms suitable for meetings (i.e feasibility of integration with Celcat/Kx)
Phase 1 Room Booking System Implementation Approach

- **Mid June**
  - ICT, Mechanical Engineering
  - 2 weeks Monitoring & teething issues

- **Late June**
  - Sherfield Building, Library, Operational Excellence
  - 4 weeks Launch of College-wide comms

- **Mid July**
  - Faculty Building
  - 1-2 weeks Targeted comms to departments

- **July & August**
  - Academic depts., rolling in logical groupings

- **Mid June**
  - 2 weeks Monitoring & teething issues

- **Late June**
  - 4 weeks Launch of College-wide comms

- **Mid July**
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- **July & August**
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What is the new Room Booking system?

The College is introducing a new system, Planon, for booking meeting rooms. This system enables **self-service** bookings and is also integrated with Microsoft Outlook. Using Outlook or Planon has different advantages:

### Outlook
- Quickly book or request familiar rooms, from your department’s group.
- Manage the whole meeting from one appointment e.g. invitees, attachments.
- Easily create and manage a series of recurring bookings.

### Planon
- Use search functionality, including location, capacity and room facilities, to find and book suitable meeting rooms.
- View a list of your upcoming room bookings (including those made in Outlook).
- Use the ‘ICLIS’ gadget to search for teaching rooms, view their availability and find contact details.
What will change?

Booking through Outlook:
• Self service. No longer a handful of people who book for others.
• You must invite the room from your own calendar or a shared calendar. Booking directly into the room’s calendar won’t be allowed. (Shared calendars need permissions granted.)
• Two email confirmations (first from Outlook, second from Planon). If moderated, a third email confirms or rejects

Planon:
• Search for and book rooms across College
• Booking from Planon results in a room booking only. Create another Outlook meeting to invite people.
• View list of all your bookings and their status.
• Use the ‘Advance Room Search’ to view and export ICLIS room data
Types of Rooms

Open to all staff

All staff with a College ID and login will be able to book these rooms directly.

Shared

Staff, whose department has put a shared room in the system, will be able to book other department’s rooms that have also shared.

Moderated

Staff will be able to request these rooms, which are approved or rejected by a departmental moderator.

Restricted

Only staff in the restricted department(s) will be able to book these rooms.
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Sharing Etiquette
“Bump” someone else’s booking: everyone’s meetings are equally important.

If you want to use a room that is already booked, contact the meeting organiser to discuss options.
…keep bookings that are no longer required.

B-b-but I might need them later!?!?

I only kept the booking I need!

…cancel bookings that are no longer needed.

Why are we here?!

Er...yay?
Don’t…

…overrun your meeting and not leave time to tidy any catering or put the room back in its default layout

Do…

…move plates/mugs etc to one area to make it easier for catering staff to collect them, and reset the room.
Don’t...

...overrun your booking or expect others to wait for you to finish.

Erm, sorry, I’ve got this room booked from 1400...

I’m sure you can wait, we’re discussing [insert mind-numbing Important College Business]

Do...

...try to leave 5 minutes before the next booking begins to give people time to set up and move around.

Right, five to, we’d better get out of here.

That definitely wasn’t the meeting I was supposed to be in.
...host a meeting and leave the room in a state you wouldn't expect to find it in.

We found it like this, we can leave it like this, right?!

Er...

Don't...

It's the dream meeting room!

I've left your bonus on the table...

Do...

...take responsibility for ensuring the room is how you would wish to find it.

...host a meeting and leave the room in a state you wouldn't expect to find it in.
Don’t...

...squabble over apparent double bookings

I’m not a superhero.
I’m not sure why I’m here...

We’re in here now...
No, we are!

Do...

...check the Planon calendar to resolve disputes

YAAAYY!!

Er...looks like we’re actually booked in tomorrow...
I’d swear Alfred told me it was today...
Room Booking Etiquette

1) Bookings should not be “bumped”. To use a room that is already booked, contact the meeting organiser to discuss options.

2) Cancel bookings that are no longer required, as soon as possible.

3) Meetings will generally finish 5 minutes before the room booking.

4) Plan to finish the meeting with time to replace furniture to the default layout and tidy any catering. Book extra time following the meeting if necessary.

5) Choose a suitable room by checking the room information. Some rooms are suitable for quiet meetings only which excludes conference or Skype calls. Some rooms are not suitable for catering.

6) A booked room will be considered free, and may be used by others, if it has not been occupied 15 minutes after the start of the booking.
1) Catering:
   a) College Delivered catering: Please move plates/mugs etc. to one area before leaving to make it easier for Catering staff to collect them.
   b) Externally sourced catering: Please remove all remains of external catering from the room before leaving. Clean and replace anything borrowed from local kitchens.

2) The meeting host will take responsibility to ensure the room is left as they would wish to find it.

3) Keep noise levels to a minimum in consideration of people working and studying nearby, before, during and after the meeting.

4) Please bring your own stationery and consumables (e.g. pens, flipchart paper) and take them with you when you leave.

5) Meetings will generally finish 5 minutes before the room booking.

6) If you need help during the meeting, use the contact details in the room or on the website.

7) Report all faults, whether they impact your meeting or not. Contact details are in the room and on the website.

8) In the event of an apparent double booking, check the Planon calendar.
System Demonstration
Find out more

• Project website  www.imperial.ac.uk/room-booking-project

• Project email  rbiproject@imperial.ac.uk