



Project Management

SLQ Wiki Fabrication Lab 2025/10/15 11:19

Project Management

In 2018 Fun Palace has been designed with modular program structure. The Structure consists of approximately 20 different activities in 6 categories. These categories will include:

Activity Type		Duration	Location		No. of Engagements	No. of Visitors per Session	Total No. of Visitors
Walkup Activity		20 minute	Foyer	3 activities x 8 sessions	24	15	360
Sitdown Activity		30 minute	Window Bays	9 activities x 6 session	54	10	540
Mini Workshop		60 minute	Digital Media Lab	2 activities x 2 sessions	4	16	64
Class		60 minute	Mezzanine	2 activities x 2 sessions	4	20	60
Feature	Design Challenge	120 minute	Innovation Lab	1 activity x 2 sessions	2	36	72
	Block Bot Battle Championship Practice & Heats	90 minutes	Fabrication Lab		1	20	20
	Oversized Collaborative Creation	TBC	Auditorium		All Day		100
	Block Bot Battle Championship Final	TBC	Auditorium		1	50	50
						Total	1266

This modular event structure will *short track* the process of facilitating internal and community contributions to this event on a short timeline.

The approach above is also informed by legal capacity of the building and observed patron traffic flows through it during large events and previous experience delivering similar programs (previous Fun Palace, Halloween Party, Science Fair, Maker Fairs etc).

The project has been broken down into a pre-project stage (Zero) and four key stages of delivery.

Stage Zero - Establish Establish Event Framework

This preproduction stage is concerned with identifying the priorities of the project and developing the framework and processes to deliver including:

- Modular Program Framework - Complete
- Program Development and Quality - In Progress
- Project Budget - In Progress
- Marketing and Communication Plan
- Engagement plan - Internal, Sector and Community - In Progress
- Regional Librarian Professional Development - In Progress
- KPIs and Evaluation Plan - In Progress
- Documentation and Wiki Engagement Plan - In Progress

[Calendar View](#)

Stage One - Expression of Interest Callout

The Project Team will draft Callouts to engage:

- Internal State Library units and individuals to pitch activities to run, or to volunteer as facilitator or helpers at Fun Palace Event,
- Public Library Network (see [Regional Library Professional Development](#))
- Sector Organisations to pitch activities they can deliver or sponsor, (sent directly to Sector contacts where appropriate by the who team - please record this contact on *fun palace contact list*)
- Community - (volunteering, emerging facilitator via enews/facebook/ ig)

Where appropriate the callout will be distributed via

- Yammer
- An all-staff email (Sent by Lone)
- In-touch
- Public Library Connect (organised by Nejdett the LGC)
- State Library Social media channels (inc specific channels The Edge, APDL, KD)
- Direct contact with existing sector partners.

[Callout Internal](#)

[Callout Sector](#)

[Callout Emerging](#)

As activity ideas are identified these will be collated to [Activity Ideas](#)

[Calendar View](#)

Stage Two - Program Selection and Development

Activities will be assessed against an [Activity Selection Criteria](#) by a small Selection Group Chaired by the Director of Community Connections. All Facilitators will be confirmed by 5 September. Selected ideas will be slotted in the program and a program for the event will confirmed on 7 September.

Edge Staff will collaborate with selected facilitators/sponsors to complete the preparation of activities requiring further development. Where required Edge staff will conduct trials of activities with facilitator/sponsors. Feedback and observations from trials will be used to complete detailed activity plans to a minimum quality standard.

Will all facilitators and activities confirmed on 7 September a complete program can go to comms for marketing, design and for the information of The Ministers office.

[Calendar View](#)

Stage Three - Event Preparation Promotion and Delivery

All activity plans will be complete submitted and published on this wiki by 12 September.

Complete [material and equipment list](#) will be confirmed on 14 Sept and all orders complete 21 Sept.

An [online info pack/event induction](#) will be drafted for all Facilitators/volunteers will be sent out on 14 Sept with all event personnel completing this by 1 Oct.

Regional Librarians arrive for PD sessions and prep on 4 Oct.

Event Bumpin 5 October 10am - 2pm (TBC)

Event 9:30am - 12:30pm Call for all AM shift facilitators/ Volunteers - 12:00- 3:00 pm pm Call for all PM shift

Bumpout - 3:30 - 5:00

[Calendar View](#)

Stage Four - Evaluation and Reporting

All facilitator/volunteer feedback surveys distributed 9 Oct Closed

All returns Complete

[Calendar View](#)

Project Milestones and Deadlines

Stage Zero Planning

Fri 3 Aug Project Plan Complete

Tue 7 Aug EMT presentation

Tue 7 Aug Consult with M&C to dev Marketing Strategy

Tue 7 Aug Callout ready for distribution,

Stage One Callout for Activities & Facilitators/Volunteers

Wed 8 Aug Callout distributed

Wed 15 Aug Callout Reminder

Fri 17 Aug Callout Close

Mon 20 Aug Activity Selection

Wed 29 Aug External activities Close

Fri 31 Aug Confirm activities

Monday 2 Sep Workshop Trails Commence

Wed 5 Sep All facilitators Confirmed

Fri 7 Sep Workshop Trials Close

Fri 7 Sep Program Finalised

Stage Two Event Prep

Wed 12 Sep Detailed activity plans (workshop plans) submitted

Fri 14 Sep Description / session plan

Fri 14 Sep Contractor Agreement Sent

Fri 14 Sep Materials list complete

Fri 21 Sep All materials sourced / on order

Tue 24 Sep Event Induction Pack complete and ready for distribution

Mon 1 Oct All event induction training complete

Thu – Fri 4 & 5 Oct Regional Librarian PD Sessions

Stage Three - Event

Fri 5 Oct BUMP IN

Sat 6 Oct Fun Palace 2018 event & Packd down

Stage Four Post Event

Fri 12 oct Evaluation forms sent out All Returns Complete

Fri 19 Oct Evaluation Forms Returned

Fri 9 Nov Evaluation Report complete
