



**Imperial College Union Board of Trustees**

**Date: 01/05/19**

<b>AGENDA ITEM NO.</b>	
<b>TITLE</b>	DPCS Board Report
<b>AUTHOR</b>	James Medler
<b>EXECUTIVE SUMMARY</b>	Report on progress as DPCS
<b>PURPOSE</b>	Update board on work
<b>DECISION/ACTION REQUIRED</b>	None

## Goal 1 – Expand Ethos Gym – Complete – Works underway

## Goal 2 – Dedicated Sports Hub – Complete

Next steps:

- Setting up handover for next DPCS to take on the work
- Setting up framework for trial batch for next year
- Further discussions with Sport Imperial around the rollout.

## Goal 3 – Improve our Union processes and get more bookable space – Complete(ish)

- Annual Budgeting revamp completed and funded at highest level. Clubs received 60% of what they requested on average compared to 40% or lower in years prior. Now turning this into a new system so it is protected for years to come and data can be easily analysed.
- Room Bookings – Celcat being setup. I have also created a new room booking portal, which will be rolled out for annual bookings and hopefully adhoc bookings next year. This automates several of the old manual processes, meaning the annual booking process should take less than a week compared to the previous couple of months, and adhoc bookings should only take a couple of hours / week compared to couple of days.

## Goal 4 – Create an online CSP Portal - delayed

- Have sourced a new free and easy software to create this in, however delayed this project in light of room booking system and budgeting system.

## Goal 5 – Easier, better and more relevant consultation forms - Complete

- Student Experience Survey finished with most successful year ever. Action plans are being taken to College to secure money for major projects College wide.
- Developing into a new piece of software so that this type of analysis is protected for years to come, and will be automatically populated rather than future sabbs needing to do the coding / grind work.

## Extra Projects

- 1) UCH Redevelopment
  - a. With a team within the Union and College I have been leading on the redevelopment of the Concert Hall. We are currently awaiting results of a condition survey prior to planning the main construction.
- 2) Project Management
  - a. I have been working a lot with the work efficiency group to help implement the project management framework, and am now helping to create an internal app that staff can use to start projects, and to manage progress.
  - b. Office layout – I have been working with Keriann to design and implement a new more collaborative office layout. The design and consultation phases with staff are now complete, and implementation should happen over the next couple of weeks.
- 3) Task & Finish groups
  - a. As listed in other papers, I have been working within Leadership to tackle our core issues.