Uchaguzi Runtime Schedule

Proposed Uchaguzi Runtime Schedule - Work in Progress

Purpose:

Runtime schedules document all the key milestones and timechecks for any large project on delivery date. The purpose is to create a common understanding of communciations workflow (internally and externally), provide Ushahidi and coleads to have a chance to very quick checkins. This is a time to give updates on very urgent changes or big theme things to watch for. Checkins are maximum 15 minutes. Any long conversations need to be parked or taken offline. This is how emergency war rooms for technical incidents are managed. Quick, clear, actionable.

EXAMPLE OF CHECKIN:
Verification - 10 urgent reports escalated to PEACENET, 7 actioned, others pending. Our colead is sick and can't work anymore. Can we resource the team? Can someone help? I am out of coffee

TYPES of ITEMS to go on the RUN TIME SCHEDULE :

- Colead checkins
- Ushahidi team checkins
- Blog Post communciations
- Analysis team deliverables - Uchaguzi Analysis Step by Step (see comments section)
- Hand offs between teammates for 24/7 coverage

THE RUN TIME SCHEDULE

Saturday, MARCH 2, 2013

Uchguzi digital teams in effect see schedule.

Set up of situation room in iHub complete. There will be a greeter who knows the sections of the ihub set aside for the different teams. Tables are labeled, and check the walls for signage.

SITUATION ROOM OPENS:

16:00 EAT/08:00 EST Ushahidi Team Checkin

18:00 EAT/ 10:00 EST Co-lead Checkin
19:00 EAT/11:00 EST Virtual training /LAST TRAINING before e-day

Sunday, MARCH 3, 2013

Uchaguzi digital teams in effect see schedule.

16:00 EAT/ 08:00 EST Ushahidi Team Check in

15:30 EAT Visualization report release and sitroom update

Monday, March 4, 2013 - ELECTION DAY

Ucahguzi digital teams in effect see schedule.

06:00 EAT / 22:00 EST POLLS OPEN

08:00 EAT / 0:00 EST Core team status update

11:00 EAT / 03:00 EST Co-lead check-in

15:30 EAT Visualization report release and blog update

14:00 EAT / 06:00 EST Core Team status update

16:00 EAT/08:00 EST Press Briefing

17:00 EAT / 09:00 EST POLLS CLOSE

18:00 EAT / 10:00 EST Co-lead check-in

Tuesday, March 5, 2013

15:30 EAT Visualization report release and sitroom update

Wednesday, March 6, 2013

15:30 EAT Visualization report release and sitroom update

Thursday, March 7, 2013

15:30 EAT Visualization report release and sitroom update

Friday, March 8, 2013

15:30 EAT Visualization report release and sitroom update