

Planning and Scheduling an Event

Planning and scheduling is a complicated part of working with students. Planning, for our purposes, can be thought of as determining all the small tasks that must be carried out in order to accomplish a goal. Let's say your goal is to buy a gallon of milk. It may sound like a simple task, but if you break it down, there are many small tasks involved: obtain keys, obtain wallet, start car, drive to store, find and obtain milk, purchase milk, etc. Planning also takes into account rules, called constraints, which control when certain tasks can or cannot happen. Two of the many constraints in this example are, you must obtain your keys and wallet before driving to the store and you must obtain the milk before purchasing it.

Here is what a simple plan for buying milk at the store might look like:



Scheduling can be thought of as determining whether adequate resources are available to carry out the plan. Two resources that scheduling would have to take into account for our example above are fuel and time. If it takes two gallons of gas to get to the store and back and your car only has one gallon, you must develop a plan which includes a stop at the gas station. If it takes 15 minutes to drive to the store, the store closes at 10:00, and it is currently 9:30, you must also take that time constraint into account when scheduling your tasks.

Programming an event at NSU demands scheduling, resources, publicity, collaboration, and budgeting. In order to achieve the mission of the event and ensure the sustainability of the event/program for the future this demands planning in advance. Always remember the purpose of program is 'to foster student success' at NSU and beyond.