# Provision of IT Function

QuakersAustralia (QA) is currently increasing its use of IT facilities at YM events. This is partly in line with the general trend in our culture, and partly because QA recognizes that many Friends are not able to travel to YM events, yet still want to have a sense of involvement. Many Australian Friends are quite literate in using information technology. The appropriate use of modern technology is a way to achieve this. Clearly, the extra inclusion that results from this must be in balance with the extra intrusiveness that could result.

Hence, QA has in increasing expectation of good use of IT to support YM events.

## Workload of the function

| **Time Interval** | **Tasks** | **Workload** |
|---|---|---|
| 12 months prior to YM start | Participate in site visits, particularly to the venue which is chosen for use (other, prospective venues if possible) | 8 hours |
| 6 months prior to YM start | Liaise with other coordinators (especially Help Desk) about what will be needed.<br><br>Liaise with venue IT expert about what facilities are available.<br><br>Start a plan for provision of what will be needed. | 8 hors |
| 1 month prior to YM start | Develop plan to specifics. Arrange others who can help you—liaise with them.<br><br>Ensure you have passwords and configurations for the venue, and your planned setup. | 8 hours |
| 1 week prior to YM start | Have an exact plan of the set-up you will provide. Ensure any equipment lenders are lined up.<br><br>Ensure you have people lined up and rostered.<br><br>Gain access as early as is possible to setup in the venue. | 6 hours<br><br>It is very easy to end up with too many tasks to be done at the last minute. Do what can be done ahead of YM start. |

| | | |
|---|---|---|
| First 2 days of YM | Roster several people for each time-slot. Be available to deal with requests. | Preferably be available for first two days. |
| Whole of YM | Hopefully routine takes over, and needs are met without panic! You can delegate, if you have good people. Get away, or attend YM sessions. | 2 hours per day, to oversee, and deal with requests. |
| 1 month after YM | Return equipment. Thank all who have helped. Write a report on what you used, what you learned. | |
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| Overall workload: | Major expectations, but workload depends on your team. | |
| Skills required to undertake this function | Analysis of IT needs. Knowing how to set up to provide facilities. Good delegation, team building. Staying calm in moments of tension. Liaison and good listening. Reasonable office-work IT skills. | |
| This function works most closely with: | Help Desk. Venue IT expert. QA officers. Friends who suddenly need the impossible! | |

## Tasks included in this function

This function includes doing these tasks:

1. Provision of some computers for YM participants to use for writing up reports, etc
2. Providing WiFi facilities in the meeting area. This might be by liaison with an in-house provider at the venue. Ensure that participant will actually be able to access the internet via whatever facilities are used.
3. Ensuring that some people who have reasonable expertise in the use of IT facilities (internet browsing & searching, use of MS Word, etc) and in assisting others are available at likely times, to support Friends who have IT tasks to do. This should be done in cooperation with the Help Desk.
4. Establish who will provide for the recording and streaming of the Backhouse Lecture, or assume responsibility for doing this.
5. Establish who will provide for the provision and operation of sound amplification facilities for YM sessions., or assume responsibility for doing this.
6. Establish who will provide and support for AV facilities for YM, or assume responsibility for doing this.

Equipment
Tasks to be done 18 – 12 months ahead
Tasks to be done 10 - 6 months ahead
Tasks to be done 6 - 1 months ahead
Approaching the start of YM
At the start of YM
During YM
At the end of YM