

Project Plan: Court Utilization Project (CUP) for Smashers Pickleball Club (Owner: Wayne & Matthew)

Phase 1: Preparation and Town Hall Meeting (Owner: Board)

Duration: 6 weeks (Completed)

Description:

- Collect essential data on court usage and player preferences.
- Organize a Town Hall Meeting to introduce CUP topics and gather member input.
- Present current court usage and potential membership changes.
- Gather feedback, suggestions, and concerns from club members.

Output:

- ✓ **Successful execution of the Town Hall Meeting.**

Phase 2: Subcommittee Formation and Definition (Owners: Jerry, Stevie, Kathy DeWulf, Matthew, & Cherry)

Duration: Variable weeks (Depends on subcommittee work)

Description:

- Establish subcommittees with designated leaders for various court usage types (team play, open play, ladders, training, special events, tournaments).
- Each subcommittee define goals and guidelines for their respective court usage type (teams, schedules, skill levels, etc.).
- Develop rules for fair play and court etiquette.
- Set consequences for rule violations.
- Support subcommittees in member surveys for feedback to enable subcommittees to validate ideas and concerns.
- Offer ideas to improve court use.

Output:

- ✓ **Well-defined report that outlines the subcommittee proposed goals and guidelines and options for implementation.**
- ✓ **Document Current State Definitions, Rules, and Consequences**

Phase 3: Subcommittee Collaboration and Refinement (Owners: Subcommittee Chairs, Jerry, Stevie, Kathy DeWulf, Matthew, & Cherry)

Duration: Variable weeks

Description:

- Appoint a facilitator (Wayne) to organize discussions and ensure consensus.
- Conduct Survey - Build Questions, Execute Survey, Analyze Results
- Subcommittees collaborate, share ideas, and resolve conflicts.
- Refine ideas and guidelines for consistency across court usage types.
- Prepare a consolidated document of court usage, rules, and consequences for the board.
- Subcommittees consolidated ideas to improve overall court usage and ways to improve court utilization.
- Determine need for additional surveys to help solidify subcommittee ideas and proposals.

Output:

- ✓ **Consolidated Future State definitions, rules, and consequences for each type of court usage.**
- ✓ **Consolidated document that captures ways to improve overall court usage and improve court utilization. At a minimum at least two options for changes to be implemented to improve court utilization.**

Phase 4: Presentation and Feedback to the Board (Owners: Subcommittee Chairs, Board)

Duration: Variable weeks

Description:

- Present combined draft of guidelines and court allocation suggestions to the board.
- Gather feedback and suggestions from the board.
- Incorporate board feedback into the guidelines and court usage plans.

Output:

- ✓ **Final proposed guidelines on court usage and options to improve court usage.**

Phase 5: Approach Determination and Membership Feedback (Owners: Subcommittee Chairs and Leads)

Duration: Variable weeks

Description:

- Appoint a facilitator (Wayne) to organize discussions and draft output document.
- Distribute options and documentation in advance of Town Hall.
- Conduct a Town Hall to field any member questions of options presented.
- Develop different options to fulfill CUP goals.
- Share options with members through surveys, meetings, and discussions.
- Collect feedback and enhance options based on input.

Output: Multiple Options for membership consideration

- ✓ **Option 1, This option would leave our current allocation process as is, but get Future State definitions, rules, and consequences for each type of court usage approved.**

- ✓ **Option 2, Would include most of the most feasible suggestions presented by the subcommittees and generally accepted by the membership from survey results and feedback.**

- ✓ **Option 3, Would expand to include suggestions that might not be as easy to implement but are still feasible given the right resources and commitment from the general membership.**

Phase 6: Finalization and Membership Vote (Owners: Board and others as required)

Duration: Variable weeks

Description:

- Appoint a facilitator (Wayne) to organize discussions and draft output documents.
- Develop documentation to help members understand options.
- Develop documentation on how plans would be implemented if approved.
- Distribute options and documentation in advance of Town Hall.
- Conduct a Town Hall to field any member questions of options presented.
- Prepare the Electronic Voting Ballot
- Conduct member voting through electronic voting

Output:

- ✓ **Present results from electronic voting on the above options at the next General Membership Meeting**

Phase 7: Implementation and Review (Owners: TBD based on membership vote)

Duration: One Month (Adjust based on membership vote)

Description:

- Implement the Court Utilization Plan voted on by the Smashers Membership.

Dependency:

- **Bylaws and Standing Rules Update and Electronic Voting Implementation (Owners: Wayne & Matthew)**

Note: This phase is a deliverable from the Board to support the overall ability to allow the full membership to vote on the final options presented by the CUP effort.

Duration: Variable weeks

Description:

- Identify bylaws and standing rules requiring changes for electronic voting.
- Set up and test electronic voting functionality.
- Thoroughly test the voting system.
- Gain member approval for new bylaw and standing rules changes in a Special Meeting.

Output:

- ✓ **Bylaws and standing rule changes needed to implement electronic voting approved by membership.**

Final Thoughts:

- The Board recognizes that after implementation of the CUP option selected by the membership, there may be a need to evaluate the success of the plan implemented, and to monitor and review the implementation to look for opportunities for further refinements and improvements. Accordingly, the Board may elect to establish a subcommittee addressing these needs.
- The timeline provided is approximate and may change due to task complexity and resources. Consistent communication and collaboration among Subcommittees, the board, and members are crucial throughout the project.