Information Technology

Accreditation System

Project Plan

October 9, 2002

Project Name: Accreditation System

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Business Problem:

An essential element of Special Olympics World Games is to identify and register all persons involved in the Games by their constituent group (e.g. Delegations, Media, Families, Honored Guests, Vendors, and Staff). This ensures that they may access in the quickest, safest, and most efficient manner, the sites and events which they must or want to attend within the framework of their function. In an effort to ensure the integrity of the Games and the safety/security of the Delegations (Athletes, Coaches and HOD's) the objective of the Accreditation System is to provide, in a timely and orderly manner, user-friendly credentials (photo and non-photo) and necessary site/event access to those persons having a defined role or functions during the Special Olympics World Games.

Objectives:

To design, develop and distribute credential badges (including day passes and any re-accreditation) that will capture important Games related information. The Accreditation System will work in coordination with SOI\GOC existing databases GMS, VMS, Honored Guests and other yet to be created databases for Families, Media, Transportation, etc...) The credential badge, will clearly display and identify an individual and all rights and Games access privileges to which he/she is entitled.

Project Scope:

The Accreditation System will be used in the 2002 Pre Games and 2003 World Games. Athletes, coaches, families, volunteers, media as well as GOC and SOI staff all use credentials. The credentials are an integral part of securing venues, limiting access to restricted areas, and identifying different types of participants at the games.

Project Approach*:*

Kodak as an SOI sponsor is under contract to provide SOI with services, hardware, and software to Special Olympics Games. Kodak provided the 1996 Atlanta Olympic Games with 250,000 credentials at a rate of 5000 per day. The approximate size of the cards used were 4" x 5", which was the largest direct-printed card ever used at the Olympic Games. The state of the art identification cards came with numerous features enhancing the quality and usefulness of the card – holograms for security, magnetic strip for activation, large badge for easy reading...

The Kodak software has been identified to be insufficient for our Accreditation System needs. Vastech, the vendor responsible for our Volunteer Management System (VMS) will provide the necessary software to control the Kodak hardware and manage our Accreditation System requirements.

Estimated start date:
20 March, 2002

Key milestone dates:

- Testing Phase 1 SOI Headquarters   20 March – 1 May, 2002
- Testing Phase 2 Pre Games, Ireland   1-10 May, 2002

Estimated acceptance date: 10 May 2002

PROJECT PLAN – Accreditation System

Estimated Budget amount:
Funding for the project is in the IT Capital budget for FY2002 and from Regional Growth Capital budget 2002.

Item	Cost
Vastech Software\System Integration Phase I: (2002 Pre-Games)	$20,000.00 (includes travel and consulting)
Vastech Software\System Integration Phase II: (2003 Games):	$20,000.00 (includes travel and consulting)
Total Costs	$40,000.00

Note: Kodak will provide the necessary Accreditation System equipment as VIK
Kodak Hardware VIK $100,000.00
Kodak Software VIK $25,000.00 (will not be used: not sufficient)

Business Risks Resulting From Accreditation System
Outsourcing the accreditation task to Kodak and Vastech will significantly reduce the risk to the GOC and SOI. The testing at SOI headquarters Integration Lab as well as the Ireland Pre Games testing should identify any potentially hazardous risks for the system.   However, Vastech has very limited time to implement the software\integration for the Accreditation System (5 weeks). The GOC has not identified a Accreditation Manager to work on the yet to be defined rules necessary to be coded within the Vastech software to print badge entitlements. Also, Kodak is a VIK sponsor that has been difficult to manage in the past.

Sponsoring SO Business Customer Approval: _____Date:_____

Business Customer Project Lead Approval: _____Date:_____

IT Project Lead Approval:_____Date:_____

IT Sr. Director Approval:_____Date:_____