

Current PCM Workflow

- Exchange Server
 - OnCall (Playback, EFS, CRS)
 - Meeting Scheduling
 - Staff Scheduling
 - Production Equipment Reservations
 - OnCall
 - Fulltime
 - Staffing
 - Tape Stock Used for Project
 - Tracking hours for billing
 - Government Production Planning
 - Site and Planning Contacts
 - Organizational Calendar
 - All Information is electronically protable to bring to the site via palm
 - Assigned a production code that follows the production through to completion

- Blip.tv Video Hosting
 - pcmstudiodclass.blip.tv
 - pcmfildclass.blip.tv
 - pcnds.blip.tv
 - pcmftm.blip.tv
 - pcmcommunitypartner.blip.tv
 - pcmmds.blip.tv
 - citynet30.blip.tv
 - pcmtv.blip.tv
 - ollietv.blip.tv

- Dreamhost pcmtv.org Web Server
 - Web Pages
 - Facil Web Interface Via MySQL exporting
- TV Guide Server
- Google Account
 - Public Faciling organization calender
 - Collaborations with other organizations (NPO CMF)
 - GoogleCal
 - GoogleDocs
 - Large-scale facility-wide documents

- NYMAP YVXN Program Sharing (pando)

- MATCO event controller
 - Matrix Router
 - Decks

- Survey Monkey
 - OLLIE Applications
 - PCM grant applications (not implemented yet)
- MetroEast ollietv.org Web Server

Facil

- Equipment & Facility Reservations (Facility Wide)

- Equipment & Facilities for Media Education (ME TL)
- Facilities for meetings and presentations

- Equipment Inventory
 - Equipment Status
 - Active/Reservable
 - In Repair/Not Reservable
 - Retired/Not Reservable
 - Date Purchased
 - Serial Number
 - In-Facility tracking Number AKA Tag #
 - Value of Use
 - Cost of Replacement
 - Staff Use Only Y/N

- Equipment & Facilities for Organizational Partnerships (NPO CMF)
- Class Reservations (Facility Wide)

- Producer Tracking (CMF & EFS)
 - Personal Information
 - "Groupings" of Producers in Mailing List Function
 - Producer Status (active, inactive, suspended, expelled)
 - Tracking Infractions
 - Three Strikes tracked in "Notice Text" (pop-ups)

- Project Tracking & Program Scheduling

- Payments
 - Tapes & DVDs
 - Class Fees
 - Contributions
 - Use Fees
 - Repair Fees

- Class Scheduling
 - Date class begins
 - Email Reminders ~48 hours before class starts
 - Registration & Capacity
 - Certification upon successful completion

- Reports (see attached example biannual report)

- Organization Tracking
 - Contact info
 - Producers who are connected with organizations

- Equipment reservations for Government Productions
 - Recurring Series Reservations
 - Series are offered on a monthly, twice monthly or weekly basis - Facil schedules playback based on pattern
 - Ad Hoc Reservations
 - On-Site Usage
 - Producers sign in/out on a paper reservation report that includes all on-site usage
 - Off-Site Usage
 - Create Paper Reservation agreements (x2)
 - Acknowledgement of Goods Relieved for checkout
 - Staff check-in for everything that came back in good working order
 - Reservation Status lets us know where Equipment is
 - Active: planning on equipment going out or it is out
 - Cancelled: Producer cancelled the reservation with at least 24 hours notice
 - Cancelled Late: Producer cancelled with less than 24 hours notice
 - Cancelled Admin: Staff Cancellation (EX mistake when creating reservation)
 - No Show: Producer did not call, did not show.

- Program assigned tracking data
 - Project #
 - Length
 - Origin
 - Subject
 - Source Type (ex: tape or server)
 - Starts At (leader)
 - Potentially Objectionable Material Y/N
 - Description
 - Episode #
 - Filler Y/N
 - OK To copy Y/N
 - Distribution Rights
 - Due Date
 - Play Date Range
 - Any Notes about the Program
 - Program #
 - Tape Format
 - Tape Location
 - Tape Owner
 - Slots are delineated "hold" under project until actual program comes in
 - Series are offered on a monthly, twice monthly or weekly basis - Facil schedules playback based on pattern
 - Automated email to primary producer with playback dates (PB)
 - Programs are entered into schedule up to end of current quarter
 - Daily schedules are completed and exported from Facil via matco specific .csv file 24 hours in advance

- Project Tracking
 - Project Deadlines
 - Equipment Use +- Estimated Used

- Gov Production Project Tracking (excel)
 - Program Hours
 - People hours used to produce Program
 - Tape stock used for production
 - Equipment used for production
 - Project totals for billing & Invoicing

- Program Planning Guide (paper)
- Producer Sign in/out sheets (paper)
- Volunteer Crew Tracking Form (paper)
- Public Equipment Maintenance Log (paper)
- Organizational Partnerships Letter of Agreement [including budget] (word)
- OLLIE Staffing (iCal + GoogleCal)

- OLLIE Project Tracking (excel)
 - Partner contact info
 - Partnership status
 - Quarterly Spreadsheets
 - Staffing for each Project
 - Student Pre and Post Evals
 - Student Contact info
 - School Spreadsheets
 - Student Demographics
 - Letter of Agreement [contract] (word)

- Playback Trouble
 - Operator Errors
 - Media Malfunctions
 - CAN (multi-station shared channel) feed problems
 - Comcast problems
 - Producer Problems (ex: didn't drop off a tape)
 - Automation Systems errors (MATCO REBOOT)
 - Phonecall log for everyone calling about a program that isn't the program's producer
 - Departmental to do list
 - Bulliten Board System (scala) to do list

- Slush (Word, Excel, Paper etc)
 - Playback Media List for pulling tapes(paper)
 - Playback master event list for tracking substitutions and confirmation (paper)
 - Volunteer Directory (paper -> excel -> paper)
 - Series Programming Request Form (paper)
 - Series Equipment Request Form (paper)
 - Individual Cablecast Request form (paper)