**Homa’s work done until now:**

* Creating an initial list by looking at company phonebook:
  + Creating initial list from company phonebook.
  + Consulting with Roger to get missing Foremen information from SQL.
  + Consulting with Kevin to get a list of company provided phone numbers.
  + Intersecting that with my list so the admin gets to send google form consent to only those who do not have company phone number.
  + Eliminating any duplicates in the lists.
* Consolidated understanding of the grouping for Victoria Island, limiting each location in Victoria Island to one person for easier data collection and maintenance, realizing which combination of locations and groups do/do not exist by constantly communicating with Nelia. This was a necessary piece because otherwise we would be overlapping directory admins and groups.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Island** | BCVPC | Tidal | Victoria = Ogden Point | Cowichan Bay/ NAW Stevedoring |
| Office | Yes | No | Yes | Yes |
| Ship Foremen | No | No | No | Yes |
| Superintendents | No | Yes | Yes | No |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Island** | BCVPC | Tidal | Victoria = Ogden Point | Cowichan Bay/ NAW Stevedoring |
| Office | Ryan | - | Jordan | Brent |
| Ship Foremen | - | - | - | Brent |
| Superintendents | - | Andrew, Brent | Jordan | - |

* Consolidated understanding of the process which admins will go through to gather the data for each group.

|  |  |  |  |
| --- | --- | --- | --- |
| **Collect/ No Collect** | Email | Office Number | Cell Number |
| Foremen | **No**(only if they already provided **company email** add it– if missing/non-company email, please do not contact them) | **No**(keep it to those present in Homa’s list- please do not ask Foremen) | **Yes**(please send google form **only if non-company cell number**) |
| Other Employees | **Yes**(if missing from Homa’s list, please contact the person and ask) | **Yes**(if missing from Homa’s list, please contact the person and ask) | **Yes**(please send google form **only if non-company cell number**) |

* Sending the forms to admins by an email with instructions to each admin.

**Homa’s responsibilities from now:**

* Extensions:
  + **Lynnterm** office numbers do not require extension.
  + **Squamish** does, so **add comma** for wait before the extension.
  + For **Victoria Island, including BCVPC, Tidal, Victoria Ogden Point, Cowichan Bay**, ask the personnel.
  + Change the office phone numbers accordingly.
* Once admins send the forms, do a check of data consistency, then find a way to enter to AlertMedia system.
* Help with testing, especially with office phone numbers having comma. Call a couple of numbers from AlertMedia in each location.

**Timeline:**