18-04-2011

**EVENTS Update on the WEBSITE**

Name of the Function: Communication

SOP #: COM-001

The title of the SOP: Events Update on the Website

Revision History:

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| --- | --- | --- | --- | --- | --- |
| S# | Date: | Proposed by: | Approved by: | Date Approved: | Version# |
| 1 | 18-April-2011 | Shuja Khan (VP) | S. M. Mumtaz (President) | 18-April-2011 | 1.0 |
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The purpose of the SOP: To ensure that the Periodic session or events’ information should be uploaded on the website with correct relevant information, at least ONE Week before the event.

References: None.

Authorized personnel to change: VP Communication, President

A link to the process referenced (if applicable): [None](http://www.pmi.org/sop/finance_dept/payment.doc)

SOP Description / Steps:

1. Seminars, PMP Training programs, Other PM Workshops, Soft skill courses and any other types of sessions and events which are for public education and training, come under the definition of EVENTS.
2. The link to the relevant EVENT has to be uploaded into the EVENTS Area on the HOME Page.
3. VP & Director Communication (VPDC) are responsible to update the website at least ONE Week before the event start date.
4. For every EVENT the information collection should start at least 15 working days before the session date. Volunteers & Director Comm should report Non-Compliance to the VP Comm of insufficient information about the EVENT if the same is not received TEN working days before the EVENT date.
5. The Information to be posted on the webpage should be given to the web developer by the VPDC after getting it from the concerned function.
6. For every EVENT a new page is to be made on the website. A REGISTER button should also exist after each EVENT description on the HOME page. An acknowledgement email should go to the person who registers in the EVENT.
7. EVENTs should be removed from the website within 2 working days by the VPDC after their completion.
8. EVENTS should move to the Website Archive / History folder with relevant pictures and other material.
9. Monthly Seminars: Admin function (VP Admin) should provide the slides of the monthly seminar’s presentation after taking permission from the presenter, to the VPDC on the same day of seminar or very next day, to be uploaded on the website.
10. VPDC should upload the seminar’s slides in 1-2 working days after they are received.
11. Any non-compliance should be reported to the President.
12. PMP & other Workshops: PMP Training workshop and other such events should be advertised as mentioned in points 1-8 above.
13. The Registration Process should be ONLINE as in other events.
14. A person is considered registered only when a fee cheque/cash/DD/PO is received by the finance function.
15. One CLASS photo with the caption: “PMP Training Class, March 2011, Karachi” or whatever the event maybe should be posted on the website by the VPDC once the session is over. The Photograph should be provided by the VPDA (VP & Director Admin). A link of this photo with the caption should be on the History Of PMP courses (or whatever the event may be) and shows the picture when clicked.