

Brockton Makerspace Website/Promotion

Introduction

Hello and welcome to the 2018 Human Resource Plan for the Brockton Makerspace at the Brockton Public Library. This plan is to help Makerspace to promote their organization by creating a website and a social media presence. The goal is to invite more students in the Brockton area to join Makerspace.

Stakeholders:

Before this process can begin, the plan must be accepted by the stakeholders. The first step is that all the members of Brockton Library Trustees must be accepted the plan and budget must be set. Then the plan needs go through the Library Director, Assistant Director, and Records Access Office. The city of Brockton needs to be inform about website and social media presence. The students and parent be inform about website and social media presence as well.

Roles & Responsibilities

The specific roles and responsibilities will determine the amount of access to site and social media presence. Each group will have their own responsibilities and work together to achieve the goal of Makerspace. The success of the organization will depend on how often the site and social media is updated.

Project Manager:

Will have complete access to the site and is responsible for the maintenance. They will oversee all of the social media accounts and make sure that they are up to date. They need make sure all payment for the site are paid on time and the site is completely protected. These Managers needs that everyone has usernames and passwords to site.

Training Manager:

Will ensure that everyone are properly trained how use to the site and social media accounts. They must make sure everyone knows how to navigate through the back end of the site web and maintenance it. Also, their responsible is to make certain that everyone knows how to use their usernames and passwords to access the website.

Volunteers:

Will only have access the site to post about projects and events that relates with Makerspace. They will also have ability to edit other posts and have access to social media accounts. They will need to remember their usernames and passwords to access the site.

Students:

Will only have access the site to post their projects on to the site. They will need to remember their usernames and passwords to access the site.