Boulder International Film Festival - Streamlining Operations Behind the Scenes

Overview
The Boulder International Film Festival is a four day film festival that shows various types of films and documentaries. The planning process is driven by volunteers and is currently a very manual and inefficient process. Planning for the festival is a year-long effort and management relies on returning volunteers.

Objectives
The team was in charge of designing a tool to help the BIFF team stay on track during the planning process as well as mapping out the process via connecting relationships between different departments’ responsibilities. It will also be sustainable enough to be reused each year and will help volunteers remain accountable for their tasks and training.

Approach
- Weekly meetings with sponsors to gather information on the current planning process
- Traveled to Boulder, CO to attend BIFF 2017 and get insight into the festival
- Conducted interviews of the main department heads to see what they do throughout the year to plan for the upcoming festival
- Gathered feedback from volunteers and department heads on how the festival planning process can be improved
- Created an organizational chart to outline each department and the key roles and responsibilities for each volunteer position
- Developed a schedule in Microsoft Project that will be used to help track each task being completed
- Created an ‘Areas of Improvement’ handbook that lays out some observations noticed at the festival and possible solutions to these observations

Outcomes
- The schedule in Microsoft Project will help to streamline the planning process and ensure all tasks are being completed.
- The organizational chart will help to establish clear roles and responsibilities for volunteers.
- The improvement handbook gives suggestions that can help the festival run smoothly in the future besides fixing the scheduling issues.