

Transition Plan from Bid to Organizing Committee

Canadian Sport Tourism Alliance

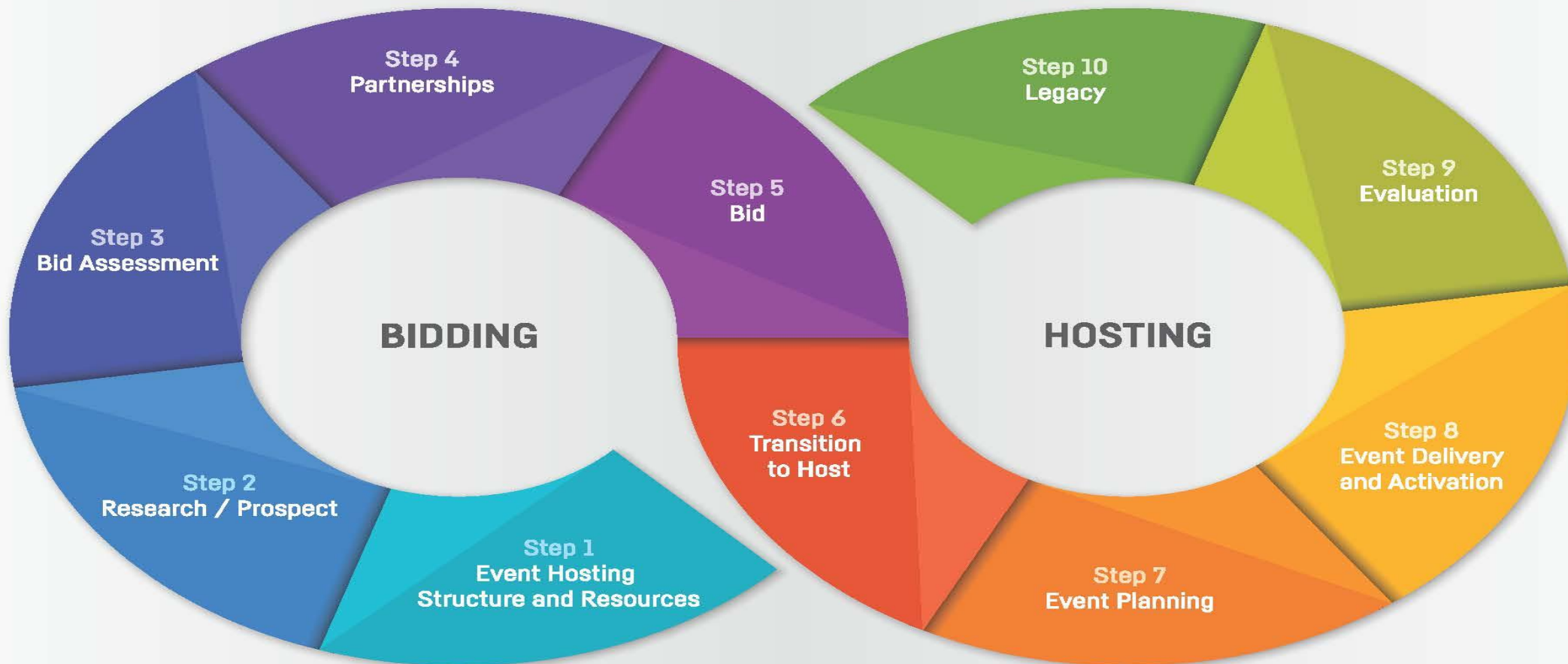


TRANSITION PLAN

TEMPLATE



● **CSTA SPORT TOURISM ROADMAP** ●



1/ What is a Transition phase ?

- Contacts in the phase following the award of the event with:
 - RH, gov. partners, stakeholders incl. venue owners
- HR plan: Bid team ≠ LOC
- Ensure that all actions have been done at the bid level
- Event Critical path (phase 1 only)
 - Gov. / Stakeholders' relations, ToK, Strategic Planning, Finance, Admin., Legal, HR, Marketing
- Governance
- ToK between Bid to LOC CEO
- Orientation session
 - Board
 - Management

2/ Why having a transition plan?

- To do what needs to be done instead of what we know / like
- Not to reinvent the wheel
- LOC workload depends of work done at bid phase
- To ensure that bid promises / RH obligations will be met
- To understand the human, equipment and financial resources
- To provide a preliminary planning document to the LOC

3/ Event division type

- Cat #1: divisions that have deliverables every day such as Administration, Finance, Sponsorships, Communication
- Cat #2: divisions that are planning until the event and deliver services for specific groups such as Competition, Media services, VIP
- Cat #3: divisions that have to provide services to other divisions such as Venue, Technology, Volunteer, etc...

4/ Conclusion

- First half of the planning period not use efficiently
- Sport Tourism industry concentrates more on the bid but new services could be offered at transition phase
- Rights holder should consider producing a check list per phase (each phase = 3 months) with specific deliverables for LOC to ensure that they start working immediately on the right tasks

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