

2020 Projects of Special Merit

Opera Guild Portal

The goals of this project were the creation of a more effective, efficient and secure way of communicating information among the Board of Directors and related Committees, providing a repository for important documents and increasing knowledge retention across the organization year over year.

The Opera Guild Portal project was created by the **San Francisco Opera Guild** VP of Development. After internal due diligence, the platform selected was Google Suite, which offers a broad set of products created and maintained by Google at zero cost to the organization making this model applicable to any other small non-profit. With the creation of one gmail.com account, the SF Opera Guild now benefits of a Google-Site (aka, portal), a Google-Drive, many Google-Folders and Google-Documents with access permissions and rights managed by the Staff in partnership with the Executive Committee members.

The design and development of the Google-Site and Google-Drive was completed by one person, but the Staff and Executive Committee members were and are now responsible for the upload of the documents relevant to their activities. Overall, it took 3 months to complete the effort and gather key documents and material to finalize the first version of the portal. Once the initial design and development of the SF Opera Guild Portal was completed the ownership and maintenance have been transferred to the Staff for on-going updates.

San Francisco Opera Guild