

8-Step Process Implementation/Improvement Plan (PIIP)

Electronic Form

Richland College employees use the **8-Step Process Implementation/Improvement Plan (PIIP)** to document implementation of new processes/programs and improvement of existing processes/programs.

| | |
|-----------|--|
| 49 | PIIP Process Name: Improve Inventory Procedures |
|-----------|--|

| | Step | Responsible Party | Check Status |
|---------------------------|--|---|--|
| P a r t 1 | 1. <i>Anticipated Completion Date: August 31, 2006</i> | | |
| | 2. <i>State implementation/improvement need and identify its related Strategic Planning Priority.</i> Inventory procedures and outcomes must be improved and department duties reorganized. | Ron Clark, Eddie Hueston, Finney Varghese | <input type="checkbox"/> In Progress <input checked="" type="checkbox"/> Complete |
| | 3. <i>List owner(s) of new process/program or improvement:</i> Ron Clark, Eddie Hueston, Jerry Owens, Dave Williams, Greg Thomas | Note: Leave blank | <input type="checkbox"/> In Progress <input checked="" type="checkbox"/> Complete |
| | 4. <i>Identify root cause leading to this process implementation/improvement:</i> Due to reduction in State Allocation and the need for additional staff in other areas, the Inventory position was called into question. | Note: Leave blank | <input type="checkbox"/> In Progress <input checked="" type="checkbox"/> Complete |
| | 5. <i>Develop proposed solution, including measurement/evaluation plans and budget implications/business plan.</i> The Inventory position was eliminated and duties reassigned to Receiving Department staff. Training is underway. | Ron Clark, Eddie Hueston, Jerry Owens | <input checked="" type="checkbox"/> In Progress <input type="checkbox"/> Complete |

After you complete Part I, e-mail copies of this form to your dean or supervisor and to Gloria Washington, Institutional Research Office.

**Date Submitted:
June 2005**

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|-----------|--|-------------------|--------------|
| Part 2 | 6. Describe implementation/pilot approach: | | In Progress |
| | | | Complete |
| | 7. Report outcomes related to measures identified in Step 5: | | In Progress |
| | | | Complete |
| | 8. Describe hard copy or electronic method(s) for disseminating results: | | In Progress |
| | | | Complete |
| | 9. Evaluate and describe success of this process (Steps 1-8) | | In Progress |
| | | | Complete |

After you complete Part 2, e-mail copies of this form to your dean or supervisor and to Gloria Washington, Institutional Research Office.

***Date Submitted:
June 2005***