

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.

PLEASE NOTE: Input information in the grey highlighted areas. Boxes expand as you type.

PIIP# 65 (to be assigned by IR/E)

PIIP Process Name: Pre-Screen Students Selected for Verification

Responsible Party: Financial Aid Office

Part 1

Anticipated Completion Date: May 2009

Step 1. State implementation/improvement need and identify its related Strategic Planning Priority:

We will pre-screen students Verification data at the front counter and if corrections to the data is needed we will refer the student to our Resource room. This will Ensure Student Success.

Check Status: In Progress Complete

Step 2. List owner(s) of new process/program or improvement:

Financial Aid Office

Check Status: In Progress Complete

Step 3. Identify root cause leading to this process implementation/improvement:

Students are making numerous errors on the FA Application. This causes delays in processing.

Check Status: In Progress Complete

Step 4. Develop proposed solution, including measurement/evaluation plans and budget implications/business plan:

By pre-screening their application and identifying the corrections students will be able to correct their own data. This will be measured based on the number of files we process and the length of time it takes to process a file.

Check Status: In Progress Complete

NOTE: After you complete Part 1, e-mail one copy of this form to (1) your dean or supervisor and (2) Gloria Washington, Department of Institutional Research/Effectiveness.

Date Submitted: **March 2008**

Date Updated:

Date Completed:

Part 2

PIIP# (to be assigned by IR/E)

PIIP Process Name:

Step 5. Describe implementation/pilot approach:

Check Status: In Progress Complete

Step 6. Report outcomes related to measures identified in Step 5:

Check Status: In Progress Complete

Step 7. Describe hard copy or electronic method(s) for disseminating results:

Check Status: In Progress Complete

Step 8. Evaluate and describe success of this process (Steps 1-7):

Check Status: In Progress Complete

NOTE: After you complete Part 2, e-mail one copy of this form to (1) your dean or supervisor and (2) Gloria Washington, Department of Institutional Research/Effectiveness.