

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# **56** (to be assigned by IR/E)

PIIP Process Name: **Strategic Planning Calendar**

Responsible Party: Gloria Washington

Part 1

Anticipated Completion Date: *September 2007*

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

The Strategic Planning Cycle should proceed in a smooth and seamless manner with tasks completed and data received in a timely manner. Strategic Planning Priority #4 - Ensure Institutional Effectiveness

Check Status: In Progress Complete

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

Office of Planning and Research for Institutional Effectiveness: Fonda Vera, Bao Huynh, Gloria Washington

Check Status: In Progress Complete

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

Strategic planning documents/forms are not being completed, submitted, reviewed, or posted on the intranet in a timely manner.

Check Status: In Progress Complete

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

Reinstitute the Strategic Planning Calendar with the addition of dates for submitting forms and posting of strategic planning documents.

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 2007**

Date Updated:

Date Completed: **September 2007**

Part 2

PIIP# 56 (to be assigned by IR/E)

PIIP Process Name: Strategic Planning Calendar

Step 5. Describe implementation/pilot approach:

In the past, the OPRIE requested submission of Departmental Action Plans to support departmental initiatives or organizational actions on somewhat arbitrary dates throughout the academic year. Department heads often complained that the requests came at inconvenient or stressful times for their work groups and there was no way to plan ahead. As a result, OPRIE will reinstitute the Strategic Planning Calendar to help department heads and work groups plan ahead and make submission of these forms a smoother process.

Check Status: In Progress Complete

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

The Office of Planning and Research for Institutional Effectiveness drafted a calendar with proposed posting of Strategic Plan documents and submission, update, and completion of Departmental Action Plans for 2007-08. The calendar was submitted to the VP for Institutional Effectiveness and Economic Development for review. After receiving input from the VP, the calendar was presented to the Expanded ThunderTeam at the Strategic Planning Review in August for comment. With input from the Expanded ThunderTeam, the calendar was finalized for the 2007-08 academic year.

Check Status: In Progress Complete

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

The Strategic Planning Calendar was disseminated by the following methods:

- *posted on the intranet with the Strategic Planning Documents
- *e-mailed to RLC
- *distributed at ThunderTeam meeting

Check Status: In Progress Complete

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

As a result of the adoption and distribution of the calendar, many departments submit forms such as Departmental Action Plan forms and PIIPs before or on the announced deadline without any prompting from the OPRIE. This supports the aim of initiating the calendar so that departments could plan appropriately for required submissions.

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.