

## 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.

PIIP Process Name: Student Handbook Online

	Step	Responsible Party	Check Status
P a r t  1	1. <i>State implementation/improvement need and identify its related <b>Strategic Planning Priority</b>.</i> Response to Community/Student Success	SPAR - Jay Wooldridge	<input type="checkbox"/> In Progress
			<input checked="" type="checkbox"/> Complete
	2. <i>List owner(s) of new process/program or improvement:</i> Student Programs and Resources	Note: Leave blank	<input type="checkbox"/> In Progress
			<input checked="" type="checkbox"/> Complete
	3. <i>Identify root cause leading to this process implementation/improvement:</i> Reduce the cost of printing large numbers of handbooks.	Note: Leave blank	<input type="checkbox"/> In Progress
			<input checked="" type="checkbox"/> Complete
	4. <i>Develop proposed solution, including measurement/evaluation plans and budget implications/business plan.</i> Put Student Handbook on the school's website - this will tell us how many students view the webpage.		<input type="checkbox"/> In Progress
			<input checked="" type="checkbox"/> Complete

Date Submitted:  
 1/16/2004 --  
 Recinded and  
 replaced by  
 Student  
 Information  
 Kiosk PIIP  
 8/11/04

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

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PIIP Process Name: Student Handbook Online

		Step	Responsible Party	Check Status	
Part 2	5. <i>Describe implementation/pilot approach:</i>  This was first done in 2001-2002 in PDF format for SPAR website		Jay Wooldridge - SPAR	X	In Progress
					Complete
	6. <i>Report outcomes related to measures identified in Step 4:</i> In progress		SPAR - Jay Wooldridge	X	In Progress
					Complete
	7. <i>Describe method(s) for disseminating results:</i>			X	In Progress
					Complete
	8. <i>Evaluate and describe success of this process (Steps 1-7)</i>			X	In Progress
					Complete

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

***Date Submitted:***  
1/16/2004 --  
Recinded and replaced by Student Information Kiosk PIIP 8/11/04