

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

PIIP Process Name: **Assigning New Hires to Visions of Excellence**

Responsible Party: Michael Iachetta

Part 1

Anticipated Completion Date: January 1, 2009

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

There is a need for a more efficient and reliable way to identify new participants in Visions of Excellence. A new procedure will increase institutional effectiveness.

Check Status: Complete

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

Thunder Team, Pat Bollin, Tim Vaughn, Nancy Kammerer, Michael Iachetta

Check Status: Complete

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

There has been uncertainty in the past concerning who is required to participate in VOE. Also, there has not been a definite system in place whereby Michael Iachetta has received the names of participants. In some cases, this has led to participants not being notified of the requirements in a timely manner.

Check Status: Complete

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

Thunder Team will decide if a new position will require the person hired to participate in VOE at the time of deciding to list the opening. Pat Bollin will bring this to the attention of Tim Vaughn, who will attach a document to this effect to the file for this position. Upon hiring, Tim Vaughn will notify Michael Iachetta, who will enter the new employees name on the list of participants.

To measure the success of the new process: In September 2008, Michael Iachetta will determine if he received a complete list of VOE participants by mid-July 2008 and report back to Nancy Kammerer.

There are minor budget implications for this new procedure. (We will ask the print shop to make up a pad on which Tim Vaughn will note if a new hire is expected to complete VOE).

Check Status: 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: **12/2007**

Date Updated:

Date Completed:

Part 2

PIIP# 61 (to be assigned by IR/E)

PIIP Process Name: **Assigning New Hires to Visions of Excellence**

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.