

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.

		Step	Responsible Party	Check Status
P a r t 1	<p><i>1. State implementation/improvement need and identify its related Strategic Planning Priority.</i></p> <p>Create a method that would quickly allow for TAA contracts to be written and a more efficient way of tracking TAA students with their classes.</p>		Keith Chiles	<input type="checkbox"/> Pending
				<input type="checkbox"/> Ongoing
				<input checked="" type="checkbox"/> Complete
	<p><i>2. List owner(s) of new process/program or improvement:</i></p> <p>Keith Chiles</p>		Note: Leave blank	<input type="checkbox"/> Pending
				<input type="checkbox"/> Ongoing
				<input checked="" type="checkbox"/> Complete
	<p><i>3. Identify root cause leading to this process implementation/improvement:</i></p> <p>TAA contracts were previously handwritten. Writing of the contracts was very tedious, laborious and time consuming.</p>		Note: Leave blank	<input type="checkbox"/> Pending
				<input type="checkbox"/> Ongoing
				<input checked="" type="checkbox"/> Complete
	<p><i>4. Develop proposed solution, including measurement/evaluation plans and budget implications/business plan:</i></p> <p>Recreate the forms used in the contracts in MS Word. Create a separate database that included the classes taken and remaining, as well as money amounts for tuition and books used and remaining for each student.</p>		Keith Chiles	<input type="checkbox"/> Pending
				<input type="checkbox"/> Ongoing
				<input checked="" type="checkbox"/> Complete

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

Date Submitted:

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Part 2	<p>5. Describe implementation/pilot approach: Get approval from local workforce representative to recreate the forms. Trial and error approach used to get the form to be similar in format and text sizes, along with ease of entering data. Created database, using MS Access, with numerous linking categories so that appropriate queries and reports can be generated, along with forms that allow for ease of entering data.</p>	Keith Chiles	Pending	
			Ongoing	
			X	Complete
	<p>6. Report outcomes related to measures identified in Step 4: After several attempts at recreating the TAA documents, final functional documents were available to be used. Greatly increased appearance (neatness) and significantly reduced the time needed to complete an individual contract while allowing for several similar contracts to be completed simultaneously.</p>	Keith Chiles	Pending	
			X	Ongoing
				Complete
	<p>7. Describe method(s) for disseminating results: The results were disseminated by word of mouth to employees on campus that prepare contracts for TAA students. The outline for the database and the template for the MS Word documents were made available for individuals to view and either duplicate or format to suit their needs.</p>	Keith Chiles	Pending	
			X	Ongoing
				Complete
	<p>8. Evaluate and describe success of this process (Steps 1-7) The new database and forms are a success. The workforce case managers have given praise at how much better the contracts are, and clearly understood. The contracts are now completed faster and changes can be made with greater ease. I am now also able to provide information like never before on the status on each TAA student in regards to their classes and monies that are remaining. This gives me better foresight in avoiding problems that arise from the complex nature in which the contracts are processed in Austin, to ensure that both the student's and Richland College's needs are being met.</p>	Keith Chiles	Pending	
			X	Ongoing
				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: