

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>The Financial Aid Office (FAO) will implement a College Work-Study Supervisor training program, designed to inform all cws supervisors of various cws policies, procedures and practices. Strategic Planning Priority - Employee Success.</p>	David Ximenez/Bill McMullen	<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>Bill McMullen</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>Most cws supervisors have not received any official training on the cws program and have asked questions that lead the FAO to believe that this training would be very valuable.</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>The training will be designed to inform cws supervisors of their minimum responsibilities and will include an explanation of all of the forms used in the cws program. All participants will be asked to complete an evaluation form that will allow the fao to measure the success of the training.</p>		<input type="checkbox"/> Pending
			<input type="checkbox"/> Ongoing
			<input checked="" type="checkbox"/> Complete

After you complete Part I, submit copies of this form to your dean or supervisor and to the Institutional Effectiveness office.

Date Submitted:

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Part 2	5. Describe implementation/pilot approach: Key FAO personnel will work closely with Employee Services and cws supervisors to develop the presentation materials. Once materials are developed, supervisors will be invited to attend the training which will be offered multiple times.		<input type="checkbox"/> Pending
			<input type="checkbox"/> Ongoing
			<input checked="" type="checkbox"/> Complete
	6. Report outcomes related to measures identified in Step 4: Survey results indicated that the attendants were very satisfied with the training and grateful that the fao offered this training.		<input type="checkbox"/> Pending
			<input type="checkbox"/> Ongoing
			<input checked="" type="checkbox"/> Complete
	7. Describe method(s) for disseminating results: The survey results were shared with all fa staff that contribute to the cws program.		<input type="checkbox"/> Pending
			<input type="checkbox"/> Ongoing
			<input checked="" type="checkbox"/> Complete
	8. Evaluate and describe success of this process (Steps 1-7) As indicated above, the survey results were very positive. Many attendees expressed to Bill and David that they were very pleased with the program. In addition, a self evaluation of the program revealed that the program was a success.		<input type="checkbox"/> Pending
			<input type="checkbox"/> Ongoing
			<input checked="" type="checkbox"/> Complete

After you complete Part 2, submit copies of this form to your dean or supervisor and to the Institutional Effectiveness office.

Date Submitted:

Spring 2003