

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.

46	PIIP Process Name: Fuel Inventory control and usage
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	Step	Responsible Party	Check Status
Part 1	1. <i>Anticipated Completion Date: September 2005</i>		
	2. <i>State implementation/improvement need and identify its related Strategic Planning Priority.</i> Ensure efficiency in Fuel Inventory control and usage.	Finney Varghese	In Progress
			X Complete
	3. <i>List owner(s) of new process/program or improvement:</i> Finney Varghese, Ron Clark, Deborah Clark, and David Williams.	Note: Leave blank	In Progress
			X Complete
	4. <i>Identify root cause leading to this process implementation/improvement:</i> Lack of systemic process of monthly reconciliation that ensures proper control over fuel inventory and usage by various departments. The discrepancies involved in inventory on hand versus dispensed and reported quantities.	Note: Leave blank	In Progress
			X Complete
	5. <i>Develop proposed solution, including measurement/evaluation plans and budget implications/business plan.</i> New and improved equipment (fuel pump) has been installed with software that has capability of providing reports (Top-Cat) regarding fuel dispensing and usage by key codes. Each authorized personnel accessing the pump will be assigned a key code that identifies their department. Fuel transactions report (Top Cat) pulled each month would identify all users by their key codes. This will be the basis for allocating cost of fuel to each department for their usage. Tank Sentinel equipment connected to Fuel Storage Tank will provide data regarding the volume in the Fuel Storage Tank. A monthly reconciliation of Fuel Inventory and Usage will be prepared using these reports and any material variance will be investigated.		In Progress
			X Complete

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

Submitted:
April 2005
Completed:
September 2005

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	Step	Responsible Party	Check Status
P a r t 2	<p><i>6. Describe implementation/pilot approach:</i></p> <p>Fuel transactions report (Top Cat) is pulled, on a monthly basis, that identifies all users, who have accessed the pump, by their key codes and each department is charged for the cost of fuel, via journal entry, based on their usage. Tank Sentinel equipment provides reports based on volume in the Fuel Storage Tank. Monthly Inventory report and Delivery History report from Tank Sentinel provides data regarding fuel volume at the beginning, any receipts during the month and volume at the end of the month. Monthly Fuel Inventory and Usage reconciliation report is prepared comparing the Fuel transactions report (Top-Cat), the Monthly Inventory report and Delivery History Report (Sentinel Tank). Any material variance is researched and supported by proper justification.</p>		In Progress
			X Complete
	<p><i>7. Report outcomes related to measures identified in Step</i></p> <p>Reconciliation of Fuel Inventory and Usage is prepared on a monthly basis and submitted to Financial Services for review. Proper justification is provided for any material variances. Monthly Journal Entries are submitted to Business Office to allocate cost of fuel to each cost center, based on their usage.</p>		In Progress
			X Complete
	<p><i>8. Describe hard copy or electronic method(s) for disseminating results:</i></p> <p>Monthly Summary of Fuel Usage report, Fuel Usage Reconciliation report and Journal entries with support documentation.</p>		In Progress
			X Complete
	<p><i>9. Evaluate and describe success of this process (Steps 1-8)</i></p> <p>As fuel (Gas and Diesel) is volatile, the volume changes based on temperature and due to evaporation. Monthly variance on Fuel Usage Reconciliation Report should be apportioned among various divisions based on their usage. Any material variance, beyond tolerable levels, should be investigated. The above process ensures efficient Fuel Inventory control.</p>		In Progress
			X Complete

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

**Submitted:
April 2005
Completed:
September 2005**