

## **SUGGESTED GUIDELINES FOR CREATING A PIIP (Process Implementation/Improvement Plan)**

Initiation of a PIIP is suggested for:

- ➔ start-up of a departmental or organizational process
- ➔ restructuring a departmental or organizational process
- ➔ addressing processes that require initiation or modification based on gap analysis

A PIIP may be self-initiated or requested from administrative level.

A PIIP is appropriate for process analysis, not for individual direction.

The status of each PIIP will be reported quarterly to Institutional Effectiveness until completion of Step 8.