

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	1. State implementation/improvement need and identify its related <i>Strategic Planning Priority</i>. Merge the first day of New Employee Orientation and the Getting Your Feet Wet focus sessions	Employee Services & Professional Development Office	<input type="checkbox"/> Pending
			<input checked="" type="checkbox"/> Ongoing
			<input type="checkbox"/> Complete
	2. List owner(s) of new process/program or improvement: Pat Bollin, Debra Lockhart, Roy Bond, Tammy Myers	Note: Leave blank	<input type="checkbox"/> Pending
			<input type="checkbox"/> Ongoing
			<input checked="" type="checkbox"/> Complete
	3. Identify root cause leading to this process implementation/improvement: Non-participation in the Getting Your Feet Wet or focus sessions.	Note: Leave blank	<input type="checkbox"/> Pending
			<input type="checkbox"/> Ongoing
			<input checked="" type="checkbox"/> Complete
	4. Develop proposed solution, including measurement/evaluation plans and budget implications/business plan: Incorporate the GYFW and focus sessions into the afternoon of the NEO. This will result in 100% participation with no additional cost for the reorganization and scheduling of events.		<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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P a r t 2	5. Describe implementation/pilot approach: The new GYFW session will begin at 2:45 on the day of orientation. Roy Bond and Tammy Myers (TOLI) will take the responsibility of coordinating the program and presenters. Agenda has been outlined and dates established for implementation.		<input type="checkbox"/> Pending
			<input type="checkbox"/> Ongoing
			<input checked="" type="checkbox"/> Complete
	6. Report outcomes related to measures identified in Step 4: 100% participation in orientation programs.		<input type="checkbox"/> Pending
			<input type="checkbox"/> Ongoing
			<input checked="" type="checkbox"/> Complete
	7. Describe method(s) for disseminating results: Participation will be sent to Institutional Research for inclusion in the Thunion Report		<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 of the end of August 2003, all new employees had participated in the ThunderValues session. Any employee hired on or after August 18 has participated in the new version of the NEO, which includes the ThunderValues GYFW session. We have 100% completion to date, and this new process should assure we continue to meet that goal.		<input type="checkbox"/> Pending
			<input type="checkbox"/> Ongoing
			<input checked="" type="checkbox"/> 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:
Updated 10/21/03**