

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.

PLEASE NOTE: Input information in the grey highlighted areas. Boxes expand as you type.

PIIP# 68 (to be assigned by IR/E)

PIIP Process Name: New Employee CE Set-up

Responsible Party: Nancy Kammerer and Bill Dial

Part 1

Anticipated Completion Date: December 15, 2008

Step 1. State implementation/improvement need and identify its related Strategic Planning Priority:
Identify someone in CE to enter all new employees as CE/SE students.

Check Status: In Progress Complete

Step 2. List owner(s) of new process/program or improvement:
Nancy Kammerer, Bill Dial, and Melinda Weaver

Check Status: In Progress Complete

Step 3. Identify root cause leading to this process implementation/improvement:
TOLI is unable to enter new employees as SE students which, is needed in order to give them TOLI credit in Colleague. Currently, we send an excel spreadsheet to Donna Walker and she enters them. Donna has now taken on additional duties with her new role and has asked us to find someone in CE to enter this data.

Check Status: In Progress Complete

Step 4. Develop proposed solution, including measurement/evaluation plans and budget implications/business plan:

Melinda, Bill, and Nancy will work together to identify a CE staff member to enter all new employees as students. Once HR has completed their data entry they will send an email to the CE staff member for them to complete their portion of the information. After this is completed, CE will send Nancy an email stating that they have completed this process. TOLI will then enter all classes for those new employees.

Check Status: In Progress Complete

NOTE: After you complete Part 1, e-mail one copy of this form to (1) your dean or supervisor and (2) Gloria Washington, Department of Institutional Research/Effectiveness.

Date Submitted: 10/20/08 Date Updated: Date Completed:

Part 2

PIIP# 68 (to be assigned by IR/E)

PIIP Process Name: New Employee CE Set-Up

Step 5. Describe implementation/pilot approach:

Check Status: In Progress Complete

Step 6. Report outcomes related to measures identified in Step 5:

Check Status: In Progress Complete

Step 7. Describe hard copy or electronic method(s) for disseminating results:

Check Status: In Progress Complete

Step 8. Evaluate and describe success of this process (Steps 1-7):

Check Status: In Progress Complete

NOTE: After you complete Part 2, e-mail one copy of this form to (1) your dean or supervisor and (2) Gloria Washington, Department of Institutional Research/Effectiveness.