

**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# 69 (to be assigned by IR/E)

PIIP Process Name: Process for Employee Internal Transfers

**Responsible Party: Pat Bollin, Bill Dial, Debra Lockhart**

**Part 1**

**Anticipated Completion Date:** February 2009

**Step 1. State implementation/improvement need and identify its related Strategic Planning Priority:**

Strategic Planning Priority #3 – Employee Success

We will design a process for employees, supervisors and HR to follow when an employee accepts a position in a different division/department within Richland College.

Check Status:  In Progress  Complete

**Step 2. List owner(s) of new process/program or improvement:**

Human Resources

Check Status:  In Progress  Complete

**Step 3. Identify root cause leading to this process implementation/improvement:**

*We discovered that internal transferring do not complete a Property Clearance form when they move into a new department.*

Check Status:  In Progress  Complete

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

We will develop a process, OM, and a checklist to be used by HR staff. We will measure the success of this process by the number of times we are not notified of a transfer and the number of audit exceptions we have regarding Colleague access. There should be no cost to develop and implement this process.

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: 11/03/08

Date Updated:

Date Completed:

# Part 2

PIIP# 69 (to be assigned by IR/E)

PIIP Process Name: Process for Employee Internal Transfers

**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

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**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.**