

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.

37	PIIP Process Name: Institutional Research and Effectiveness Project Tracking-Storage
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	Step	Responsible Party	Check Status
P a r t 1	1. <i>Anticipated Completion Date:</i> March 2005		
	2. <i>State implementation/improvement need and identify its related Strategic Planning Priority.</i> Because institutional Research and Effectiveness (IR&E) processes several projects at one time and the projects are assigned to different staff members, it is often difficult for a given staff member to locate and/or know the status of a project that another staff member is working on. In addition, some projects, because of their nature, are worked intermittently, and it is necessary to reconstruct the status of the project before moving forward. All of these factors adversely affect the efficiency of the office. Strategic Planning Priority #4 Improve Efficiency and Effectiveness of College Programs and Operations	Institutional Research and Effectiveness Staff: Fonda Vera Babs King Gloria Washington	<input type="checkbox"/> In Progress <input checked="" type="checkbox"/> Complete
	3. <i>List owner(s) of new process/program or improvement:</i> Institutional Research and Effectiveness (IR&E) Staff	Note: Leave blank	<input type="checkbox"/> In Progress <input checked="" type="checkbox"/> Complete
	4. <i>Identify root cause leading to this process implementation/improvement:</i> This process improvement was prompted by the frequent difficulty for the IR&E staff in locating raw data files and completed survey reports.	Note: Leave blank	<input type="checkbox"/> In Progress <input checked="" type="checkbox"/> Complete
	5. <i>Develop proposed solution, including measurement/evaluation plans and budget implications/business plan:</i> The proposed solution is to develop a method by which all IR&E staff members can track and monitor any major project. In addition, a process will be implemented to enable all staff member to retrieve completed projects for reference in a timely manner.		<input type="checkbox"/> In Progress <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.

Submitted:
11/30/04
Completed:
3/2/05

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	Step	Responsible Party	Check Status
P a r t 2	6. Describe implementation/pilot approach: IR&E staff will: (A) Create a system to log major projects when they are received (B) The system will allow updates on the progress of a project (C) Upon completion of a project, a hard copy will be filed in the office and an electronic copy posted on the "P" drive. All IR&E staff will have access to documents posted on the "P" drive (D) At the end of the academic year, all major projects will be "burned" to a CD for permanent storage		In Progress
			X Complete
	7. Report outcomes related to measures identified in Step 5: (1) A paper log was created with input from all IR/E personnel to record the receipt of all major projects and updates on regarding their progress. This log is housed in a central location in the IR/E office so that it is accessible to all personnel. Anyone can see the status of a project and determine who is working on it. A copy of the Project Worksheet is attached for reference (2) The Institutional Research folder on the "P" drive was updated and reconfigured. Folders were created for major project categories. All IR/E personnel were given access so that they can store finished copies of projects in the proper folders. Having electronic copies of projects gives all staff members access to them at all times. At the end of the year, a CD will be "burned" to permanently store major projects completed that year.		In Progress
			X Complete
	8. Describe hard copy or electronic method(s) for disseminating results: Copies of this PIIP, notification of access to the "P" drive, and copies of the Project Worksheet were e-mailed to all IR/E personnel for their use.		In Progress
			X Complete
	9. Evaluate and describe success of this process (Steps 1-8) Since the tracking/storage process was instituted, no questions have arisen regarding the location and status of a major project. However, there have been problems locating and/or determining the status of projects received before beginning the process.		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:
11/30/04
Completed:
3/2/05**