



Project Overview Statement

Executive Summary

Project Title: eForms Implementation
Project ID: 4
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PROJECT BUSINESS CASE

Project Overview

Originally submitted in 2005-2006, this project is already underway. The general scope is to convert all manual BCC operational forms into e-Forms. This is a joint project request that will cross over into all divisions, campuses, centers, and departments throughout the college. The project impacts all full-time (1,300) and part-time (approx 2,000) employees. It will allow operational staff to streamline business processes and staffing resources to be utilized more efficiently. The *BCC New Hire Packet* was identified as one of the first e-Forms to implement district-wide. This form combines nine (9) plus forms that were previously separated.

Initially, HR data owners met with IT staff to determine template and required specifications for all types of e-Form requests. HR staff reviewed all forms for their area as the first test department. Priority levels were assigned and the specification template created for each HR e-Form. Data mapping was completed to identify where form fields would be housed in CID. Business Processes were reviewed to determine where recommended enhancement changes could be made.

Tasks to complete:

- Identify specific forms to be rolled out first
- Verification of template to be used by all operational departments to specify e-Form conversion requirements
- Continue data mapping requirements for all HR forms
- Identify data storage needs (time length, method, etc) for all HR forms
- Review business processes to determine where changes need to be made to take advantage of the on-line process
- Workflows and approval paths must be properly identified
- Launch first identified HR e-Forms

Business Goals

Implementation of the e-Form project will allow business processes to be redefined to modernize and improve operational activities, as well as maximizing staffing resources by realigning the organizational structure as necessary.

Operational Business Goals to be attained:

- Reduce manual paper trail for all BCC forms
- Determine best practices and identify business metrics for converting to e-Forms
- Streamline business operations
- Deliver more effective and efficient services
- Utilize evolving technology to modernize business processes
- Formulate staffing plan to reflect operational changes due to the reduction of manual labor needed to process paperwork
- Allows employees to input and submit forms from anywhere and at anytime
- Manage, track, record and report against data obtained from forms as needed and on demand
- Higher degree of accuracy obtained by collecting data on-line and timeliness of form submittal increased
- Create storage requirements plan for all data housed, eliminating need to image manual forms, and reduce disposal time that is often associated with manually going through files

Success Factors

This project requires complete senior management support across all levels as it directly impacts all employees at the college. Data owners must be identified and staffing support must be committed from all operational divisions to actively participate in this project. The roll-out of all e-Forms must occur in pre-planned phases, and the entire process will take longer than one academic year. Consistent IT support must be assigned to ensure that the project does not incur any lapsed time. Participants must understand that they will not see immediate results. Testing time must be appropriately scheduled. Training must be properly identified for all levels of employees and supervisory staff.

Staffing resources needed:

- Senior management – administrative support
- Data (form) owners – participants in creation, testing and implementation of e-Forms
- All employees – training and users
- HR staff – serve as one of first pilot departments to go “live”
- IT staff – create, program and serve as expert support staff in all phases of implementation
- Staff development staff – create training plan and schedule

Suggested e-Forms to create and implement in 2006-2007:

- (1) **Applicant tracking** – on-line approval and routing of application materials via the web to an individual hiring manager, administrative staff, or members of a search committee.
The applicant tracking enhancement project has identified 11 tasks. FCCSC has committed to completing 8 of the tasks if officially prioritized by BCC. This is the first of two tasks identified as being e-Form driven.
- (2) **PE-6** – collect notice of vacancy forms from hiring managers on-line
#2 of 2 (above)
- (3) **Exit Assessment Tool** – assessment / interview questions to be asked of voluntary exiting employees; data asset tool for supervisors to complete, along with the assistance of the exiting employee, regarding all BCC assets in their possession (cell phones, keys, pagers, Smart-Cards, procurement cards, PDA's, laptops, security clearance, etc)
Identified as a priority goal by the Chief Financial Officer and the VP of Human Resources and Equity. A Task Force has been created and is meeting regularly to establish recommended guidelines, procedures, and format of resource tools needed.