



## Project Proposal

<b>Project Name:</b> Expansion of Approvals On-Line in IRM		<b>Submission Date:</b> 7/31/2008
<b>Submitting School:</b> Broward College	<b>System:</b> IRM	<b>Subsystem:</b> Approvals
<b>Project User Sponsor Contact Info:</b> Sandra Browne	<b>Project Executive Sponsor:</b> Vice President – Human Resources (Edna Chun)	<b>Institutional Rank:</b> 8
<b>When do you expect to implement this project?</b> <input checked="" type="checkbox"/> <b>Upon Completion</b> <input type="checkbox"/> <b>With the port</b> <input type="checkbox"/> <b>At a separate time, outside of the port</b>		
<b>Is this a state or federal mandate?</b> No		
<b>Project Description:</b> Expand current approval process in CID for the Instructor Resource Management System (non-instructional and instructional) to include additional levels for the hiring supervisor and their reporting chain to sign off on-line. This process will eliminate the need for paper PR's. <ul style="list-style-type: none"> <li>• Identify approval workflow for all employment actions</li> <li>• Identify key staff that will be affected by on-line processes</li> <li>• Create training module to properly train staff on new processes</li> </ul> Create reporting tools against system to generate data relating to # of items approved; denied; sent back; rejected; etc for management to utilize		



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**Benefits and Goals:**  
 Implementation of this project will eliminate the need for paperwork to be generated and distributed throughout the college. The approval process will be streamlined and employing staff will become easier and more efficient. Staffing resources will be able to be reassigned to other tasks and duties instead of dealing with stacks of paperwork.

- Eliminates the need for follow-up hard copies of paperwork
- Streamlines business processes by making the approval process more efficient
- Allows for the realignment of staff who would normally be involved with manipulating and handling the hard copies of paperwork associated with the approval process

Centralizes approval and rejection data on-line allowing for better reporting capabilities and therefore, enhancing management's ability to oversee and react to data generated

**Project Risk:** What risks are associated with this project?  
 Impact if not approve:

- Departments have to print numerous contracts for signatures
- Manual tracking of approval path for signatures
- Scanning and manually filing of paperwork
- Volumes of online contracts printed causing excessive use of paper
- Creates shortage of filing space

**Additional Comments and supporting documents:**  
 This project requires interaction and resources from FCCSC. It requires the complete support of senior management as this impacts all departments, divisions and campuses of the college. Key staff will need to be identified to properly meet and develop specifications related to the project.

- Senior management
- IT staff
- HR staff
- IRM users college-wide (non-instructional and instructional)
- FCCSC staff

BC Project - 137

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<b>Received date</b>	
<b>Received by</b>	
<b>Reviewed date</b>	
<b>Project Number (if approved)</b>	
<b>Submitted to Tech Committee</b>	