



Project Overview Statement

Executive Summary

Project Title: Property Control/Inventory
Project ID: 116
Project Leader: Alex Denis
Department: Finance
Executive Sponsor: Bill Pennell

PROJECT BUSINESS CASE

Project Overview

- Effective control and management of the items we purchase has become more complex over time. The current process is cumbersome and has become a burden and is not cost effective.
- A new process is required to simplify the process and enable improved controls.
- We have employees with college provided laptops, cell phones and keys with no effective means to identify all assets assigned to an individual.

Business Goals

- Improved tracking for PC's and laptops
- Improved Inventory process and control
- Tracking of assets assigned to individual employees

Success Factors

- Identification of assets to be accounted for when employees terminate.
- Quick and accurate Inventory process
- Improved visibility of assets assigned to a Department or Division