



Project Overview Statement

Executive Summary

Project Title: Property Control/Inventory
Project Leader: Alex Denis
Department: Finance/Procurement
Executive Sponsor: Mr. William Pennell
Project ID: 116 **Last Updated:** April 25, 2008
Mandated: Federal State Accreditation **Date Required:**
 Other

PROJECT BUSINESS CASE

Project Overview
<ul style="list-style-type: none"> • 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
<ul style="list-style-type: none"> • Improved tracking for PC's and laptops • Improved Inventory process and control • Tracking of assets assigned to individual employees
Success Factors
<ul style="list-style-type: none"> • 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

Criteria Ranking	Supporting Information	Score* (5=High 1=Low)
Significantly improves student success	
Improves customer service or transforms a business practice (increase productivity/time saving)	
Aligns with college-wide strategic initiative	
Meets state, federal, accrediting or other	



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mandate (identify mandate)	
Affects a large number of stakeholders (define stakeholders: students, business, employees...)
Supporting information for "Date Required"
Financial Impact (saves money, earns money,
Increases enrollment/retention (reduces attrition)
Impact if not accomplished
Quick Win (accomplish in short time frame)
Overlap with another project
Consortium project

* Criteria scores will filled in by Technology Advisory Committee