



Project Overview Statement

Executive Summary

Project Title: Staffing to Enrollment Reporting
Project ID: 117
Project Leader: Lesley Higgins
Pat Senior
Department: Human Resources
Executive Sponsor: Dr. Edna Chun

PROJECT BUSINESS CASE

Project Overview

One of Human Resources' strategic goals for 06-07 is to create a staffing plan for the college. This entails identifying the positions the college currently has, in full-time and part-time capacities, and be able to break the information out by Campus, Division, Department or by job classification. When vacancies occur, whether planned or unplanned, HR will be able to analyze current data and provide senior management with critical needs assessment information relevant to the college's staffing resources at that particular time.

We currently have the ability to run several types of college employee reports by utilizing the demographic information housed in CID. The goal is to use the foundation of these reports and create an analytical tool through Business Intelligence initiatives to review the data and create and implement an on-going staffing plan. Enrollment data will be utilized from the student system of CID to incorporate into the data to be analyzed.

This goal is particularly critical at this time due to the increasing number of planned retirements, resignations, and terminations of full-time staff. The mission, vision, educational master plan and other strategic initiatives will be used in the analysis to ensure we are aligning our staffing resources with the goals of the institution.

The Business Intelligence Operations Team has identified this project as being the number one priority for the group to work on.

Project goals:

- Determine data / specifications needed for ft/pt staffing report
- Determine if data required is currently housed in the mainframe or if new information needs to be captured
- If new data is needed; identify data owner and task group that will create procedure to collect the data
- Create data mapping from all fields in CID (Personnel and Student) to be used in the analytical tool
- Collectively work across divisions with BI team to develop prototype for the staffing plan module

- Identify target groups of employees to test prototype
- Share new tool with senior management and hiring supervisors

Business Goals

The college has undergone tremendous change and staff turn-over during the last few years due to expected retirements. The DROP program allows the college to forecast upcoming vacancies and better plan for the replacement positions. New college-wide strategic goals have been set, and the college must ensure that adequate staffing resources are allocated for the areas undergoing change, and experiencing growth due to enrollment. This tool will become invaluable to senior management as they continue to discuss position requests each week in President's Cabinet. It will eliminate the need to manually weigh factors relating to a position, as the staffing plan will identify target areas in critical need, or those experiencing a shortage.

Values / Goals:

- Effective and more efficient use of staffing resources
- Collaborative tool will enhance decision-making process at all levels of the hiring / recruiting phase
- Current enrollment surplus and shortages will be utilized in the decision-making process
- Advance knowledge of staffing needs; turning staffing decisions into a proactive measure instead of a reactive measure

Success Factors

The success of this project relies on the data mapping requirements specified during the first phase. It is important that all paths are considered and that everyone involved understand that the staffing plan report can be used as a roll-off report for many other future BI initiatives. Administrators must see this report as a management tool and not just for information purposes.

- HR staff: outlining specifications; data mapping; field comparisons from current college employee report; analyze tie-in to applicant tracking systems and recruitment methods
- IT staff: program data specifications given; create prototype to be tested; implement system once created
- Senior management staff: buy-in into staffing plan initiative; support staff needed to participate in project; create vision and philosophy to be used in the staffing plan module