



Project Overview Statement

Executive Summary

Project Title: LRC Time Tracking
Project Leader: Janet Sturdy
Department: Learning Resource Center
Executive Sponsor: Provost - South
Project ID: 270 **Last Updated:** June 12, 2008
Mandated: Federal State Accreditation **Date Required:** January 2, 2009
 Other

PROJECT BUSINESS CASE

Project Overview
Provide a tracking system for Learning Resource Centers collegewide. Track student use in the required prep labs and student use of other services offered to increase student success.
Business Goals
As prep students are required to spend a certain amount of time in a lab (and pay a fee for this), it would keep accurate records of time spent . A user friendly system that shows students their hours would be valuable to both students and faculty.
Success Factors
Weekly reports would be available to faculty to check students are keeping current with assignments. Tracking students who put in extra time or used additional tutoring services would enable LRC's to examine which services give the best results for money spent.

Criteria Ranking	Supporting Information	Score* (5=High 1=Low)
Significantly improves student success	The sole purpose of LRC labs is to increase student success. A system that efficiently tracks students will be a huge benefit.
Improves customer service or transforms a business practice (increase productivity/time saving)	Present system has a large number of failures which frustrate students.



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Aligns with college-wide strategic initiative	LRC's offer a variety of services. Tracking the success of students who are using these services will enable better staffing and budget decisions to be made.
Meets state, federal, accrediting or other mandate (identify mandate)	As prep students are required to attend labs (as they are one credit), it is essential to show that they did attend.
Affects a large number of stakeholders (define stakeholders: students, business, employees...)	Affects students, lab managers, faculty, Deans(who make budget decisions), and Title V (who support additional tutoring in LRCs).
Supporting information for "Date Required"	
Financial Impact (saves money, earns money, Increases enrollment/retention (reduces attrition)	Better utilization of LRC services would definitely increase retention.
Impact if not accomplished	Present system causes frustration for students, LRC staff and IT (as they have constant helpdesk tickets to fix issues).
Quick Win (accomplish in short time frame)	
Overlap with another project	
Consortium project	

* Criteria scores will filled in by Technology Advisory Committee