



Project Overview Statement

Executive Summary

Project Title: Electronic Board Packet

Project Leader: Patti Barney

Department: President's Office

Executive Sponsor: President

Project ID: 274 **Last Updated:** June 2, 2008

Mandated: Federal State Accreditation **Date Required:**
 Other

PROJECT BUSINESS CASE

Project Overview
<p>The current process for submitting items for Board Approval is manual and time intensive. This project will look into finding a solution to automate the process and to provide information on where items are in the process.</p>
Business Goals
<p>Reduce the time for items to be routed from Department to Department. Provide tracking capabilities to allow initiators to see where board agenda items are in the process. Provide electronic approval and archiving of board agenda items. Electronically prepare and post the board agenda on the BCC web site.</p>
Success Factors
<p>Initiator can determine where in the process an item is without contacting the President's office. Board agenda is electronically prepared and posted on the BCC web site.</p>

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 mandate (identify mandate)	
Affects a large number of stakeholders	



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(define stakeholders: students, business, employees...)

Supporting information for "Date Required"

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Financial Impact (saves money, earns money,

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Increases enrollment/retention (reduces attrition)

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Impact if not accomplished

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Quick Win (accomplish in short time frame)

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Overlap with another project

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Consortium project

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* Criteria scores will filled in by Technology Advisory Committee