



Project Overview Statement

Executive Summary

Project Title: Recognition of Staff General Ledger Code (GLC) for Pending Assignments
Project Leader: Sandra Browne
Department: Human Resources
Executive Sponsor: Edna Chun
Project ID: 283 **Last Updated:** May 15, 2008
Mandated: Federal State Accreditation **Date Required:**
 Other

PROJECT BUSINESS CASE

Project Overview

When adding a contract, the departments must manually add GLC information. GLC's differ according to employment status. Many times the incorrect GLC's are added. Records management has to manually check to this type of mistake and follow up with departments so they can resubmit the contracts. Due to the volume of contracts and the manual nature of the task, this process is time consuming. The system needs to be enhanced to automatically identify when an employee is part-time or full-time and not allow departments to enter contracts with incorrect GLC positions.

Business Goals

Implementation of this procedure will eliminate the need for the Records Management personnel to contact the department each time a contract is rejected and will make the process more efficient to meet payroll deadlines .

- Eliminates the need for follow-up calls and emails to departments
- Streamlines business processes by making the approval process more efficient
- Allows for the realignment of staff who would normally be involved with contacting departments over incorrect pending assignments.

Success Factors

This project requires interaction and resources from FCCSC. It requires the complete support of senior management as this impacts all departments, divisions and campuses of the college. Key staff will need to be identified to properly meet and develop specifications related to the project.

- Senior management
- IT staff



Project Overview Statement

Executive Summary

- HR staff

- IRM users college-wide (non-instructional and instructional)

- FCCSC staff

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 (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