



Project Overview Statement

Executive Summary

Project Title: Email Process for Rejected Online Pending Assignments (Contracts)

Project Leader: Sandra Brown

Department: Human Resources

Executive Sponsor: Edna Chun

Project ID: 284 **Last Updated:** May 15, 2008

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

Other

PROJECT BUSINESS CASE

Project Overview

Records management processes thousands of online contracts initiated by the departments. Records management has to manually check all contracts for accuracy. Often times errors are found and records management has to reject the contract and contact the departments to ask for contracts to be resubmitted. Due to the volume of contracts and the manual nature of the task, this process is very time consuming. When a contract is rejected, an automatic email should be generated and sent to the user ID of person who submitted the incorrect pending assignment, as well as budget manager of cost center number of that contract when Records Management personnel reject an incorrect pending assignment. The email needs to state rejected reason from table IRM REJECT.

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



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- IT staff

- 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