

ACTION PROJECT # 2 COMMITMENT DECLARATION:

INSTITUTIONAL-WIDE SOFTWARE PACKAGE

Demographic information:

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| Institution: | Mineral Area College Park Hills, Missouri |
| Planned project kickoff date: | May 12, 2006 |
| Target project completion date: | On or before May 12, 2009 |
| Actual project completion date: | TBA |

A. Title:

Purchasing New Administrative Software to Improve Institutional Decision-Making

B. Action project goal:

The successful completion of this project will improve the process and ease of manipulating available information. The implementation of this program will integrate and streamline the following areas: facility utilization, admissions and registration, financial aid, student records, human resources, accounting, and classroom management.

C. AQIP category most impacted by this project:

Supporting institutional operations

D. Why is this project a priority for the college:

Mineral Area College has outgrown its current software system due to enrollment and facility growth. In addition, the current system is being phased out by its provider, and a new one must be purchased in its place.

E. Organizational areas most affected by/involved in the project:

This software system affects all areas of the institution, both on- and off- campus sites.

F. Key organizational process(es) this project is expected to change and improve:

Although all areas will be affected in some way, three key areas include all aspects of student services, administrative services, and classroom management services.

G. Length of time rationale:

This project has 4 components, each with its own built-in timetable:

- Define requirements, 6 months
This step involves identifying shareholders and requesting their expectations for the new system;
- Select the software, 3 months
This step involves interviewing vendors and taking bids;
- Install and implement the software, 18 months
This step is probably the most difficult and will involve training of virtually the entire faculty, staff, and members of any other ancillary services;
- Evaluate, make changes, evaluate, 9 months
This step involves actually using the system and making adjustments, with both software and with the personnel who use it, in order to utilize the system as efficiently and as effectively as possible.

H. Monitoring project success:

Benchmarks will need to be set by the committee responsible to ensure the project is moving forward as planned. Timelines will be set for each step, and within those timelines will be goals to be attained. Each major goal will be reviewed and adjusted as necessary by the software committee and the administrative cabinet, and progress will be reported out to the college's Board of Trustees.

I. Outcome measures indicating success or failure of project as it progresses:

These steps will be completed in this order:

- Stakeholders will be identified and contacted; requirements for this system will be drawn up;
- Vendors will be contacted and bids will be taken. One bid will be chosen for both its scope of services as well as for its having fallen into our price range;
- The system will be installed within the indicated time frame and training will occur;
- Stakeholders will evaluate whether or not the system actually does what it was designed to do. These stakeholders include but are not limited to the following areas:
 - student services
 - registration, admissions, financial aid, all student records, reporting of statistical information
 - administrative systems

facility regulation, accounts receivable/payable, financial systems,
personnel, payroll

- classroom management

rosters, transcripts, schedules, scores, student information

J. Other information:

A college software committee has already done some groundwork on this project which helps the first part along, but now, since the formalization of this project, some backtracking will need to be done to fill in the gaps before the project can proceed.

K. Project leader and contact person:

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