1. Name of person(s) submitting application: Billie Egli and Jason Green

2. Date: 6/7/2011

3. Division/Department: Leadership Pulaski Tech Class IV

4. Title of Action Project: Guided Personnel Support (GPS) Phase I

5. Describe the Action Project’s goals in 100 words or less.

The purpose is to help new employees understand, identify, and better connect with the overall history and mission of the college, and to increase awareness about PTC services, programs, and processes. We propose to accomplish this by creating a welcome video from Dr. Bakke that focuses on the mission/vision of the college which employees will view as part of their new employee orientation and implementing a program in which new employees are asked to meet with key personnel of the college during their first weeks of employment.

6. Identify the AQIP Category the proposed Action Project will most affect or impact:

Category 4: Valuing People

7. How does this project support PTC’s mission?

PTC’s mission can be better realized if awareness of that mission is integral in the new employee orientation process.

8. Describe briefly your department/division/committee’s reasons for taking on this Action Project now - - why the project and its goals are high among your current priorities.

Rapid growth has resulted in fragmentation. It is important to help everybody recognize that they are part of the bigger picture. Limited perspective is an impediment; it keeps us from getting things done. Rapid growth in the number of sites and departments has begun to create a silo mentality; we all need to be more intentional in our purpose.

9. List the organizational areas -- institutional departments, programs, divisions, or units -- most affected by or involved in this Action Project.

Leadership Pulaski Tech
PR & Marketing
HR

10. Name and describe briefly the key organizational process(es) that you expect this Action Project to change or improve.
New employee intake.

11. How long will it take to accomplish the project (from kickoff to target completion)?

Guestimation: six months. Key practical components already exist. Making the video becomes the key question of timeline. Another variable would be how long do we monitor completion.

August 8, 2011 - I plan to implement the online training program for all full-time faculty and staff. Target completion date - December 16, 2011 - all full-time faculty and staff will complete this training program before the college closes for the Christmas holidays.

12. Describe how you plan to monitor how successfully your efforts on this Action Project are progressing.

Monitoring of the production of the video should be designed by those who are doing the video.

13. Describe the overall "outcome" measures or indicators that will tell you whether this Action Project has been a success or failure in achieving its goals.

Did we get the deliverable of the video done?
Looking at successful completion rates of new employees.

14. What human resources do you anticipate needing and what sort of time commitment will be expected of the participants?

Human resources would be about six hours of new employee time, resources to make the video, limited time of supervisors to monitor participation, and meeting time of key personnel.

15. Who will be the project leader(s) and other project team members? (Provide name and title)

Essie Cleveland, Executive Director of Human Resources and Employee Relations (co-leader)
Tim Jones, Director of Public Relations and Marketing (co-leader)
Jason Green (team member)
Ellen Sullivan (team member)
Billie Egli (team member)
Renee Jeffery (team member)
Veronica Stewart (team member)

16. How much money do you think it will cost to accomplish this project? (If possible, detail expenses.)

The monetary cost of the project is dependent on the extent to which third parties are used versus relying on college personnel and equipment.