

**Timeline:**

Planned project kickoff date: April 07  
Target completion date: May 08  
Actual completion date: Not yet completed

**Action Project Update:**

A. Give this Action Project a short title in 10 words or fewer:

**Room Scheduling Process Improvement Project**

B. Describe this Action Project's goal in 100 words or fewer:

**Provide a reliable, real time accessible means to determine room availability at college owned facilities and request a reservation.**

C. Identify the single AQIP Category which the Action Project will most affect or impact:

**AQIP #6 – Supporting Institutional Operations**

D. Describe briefly your institution's reasons for taking on this Action Project now -- why the project and its goals are high among your current priorities:

**Current processes to request and reserve a room are not consistent across the district. Some require using dual systems that are cumbersome. The lack of consistency has led to double-booking rooms or frustrations in trying to find a room in a timely manner.**

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

**All institutional departments, programs, divisions, or units who need to reserve District owned facilities.**

F. Name and describe briefly the key organizational process(es) that you expect this Action Project to change or improve:

**The room scheduling process to reserve facilities for classes, meetings, or outside rentals. We are currently using PeopleSoft and Mainframe applications. Business practices will also need to be adjusted to be consistent across the college.**

G. Explain the rationale for the length of time planned for this Action Project (from kickoff to target completion):

**We will need to go through a couple of semesters to see the impact on fall and spring room scheduling cycles.**

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

**The team has not yet determined this stage of the project.**

I. 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:

**We will have a process in place to determine room availability that is simple, accessible, and accurate.**

J. Other information (e.g., publicity, sponsor or champion, etc.):

**Terry Webb is the Champion/Sponsor**

K. Project Leader and contact person:

**Marty Crabbs, DTEC 258-2461**