

# DMAIC Project Charter Worksheet

<b>Project Title:</b>	Room Scheduling Process Improvement Project	
<b>Project Champion/Sponsor:</b>	Terry Webb, Assoc VP Learning 246-6270 Roger Price, VP of Infrastructure 243-4587	
<b>Project Team Leader:</b>	Marty Crabbs, DTEC 258-2461	
<b>Project CQI Mentor:</b>	Sandy Philip (lead), CETL 246-6361	
<b>Team Members:</b> (Tentative)	Cindy Bowen Fort 920-568-7217	Pat Johnson Comm Ave, 243-4169
	Margi Foley Facilities, 246-6782	Diana Paynter A&S, 246-6248
	Mike Stark, 246-6737 Facilities Director	Lori Stier, 246-6263 Facilities
<b>Expert Resources:</b>	Janet Granberg Tech Services, 243-4122	Fran Moritz LP, 243-4233
	Rona McNeil Tech Services, 246-6130	Lori Stier Facilities, 246-6263
<b>Customer Requirement Statement:</b>	A single point of contact and a system that is easy and intuitive to look up all room scheduling information.	
<b>Problem Statement (what's wrong, where's the problem, how big is problem, what's the impact):</b>	Users cannot tell whether a room is available without access to and extensive call tree; information obtained is not reliable.	
<b>Project Scope:</b>	Provide a reliable, real-time, accessible means to determine room availability at college owned facilities and request a reservation. Restricted to District Owned Facilities. Includes search, request, and schedule processes.	
<b>Goal Statement:</b>	The process to determine room availability must be simple and accessible.	
<b>Stakeholders:</b>	All institutional departments, programs, divisions, or units who need to reserve District owned facilities.	
<b>Preliminary Plan</b>	<b>Target Date</b>	<b>Actual Date</b>
<b>Start Date:</b>	April 3, 2007	
<b>DEFINE</b>	Mid-October, 2007	October, 2007
<b>MEASURE</b>	Mid-November, 2007	December, 2007
<b>ANALYZE</b>	December, 2007	January, 2008
<b>IMPROVE</b>	March, 2008	February, 2008
<b>CONTROL</b>	May, 2008	
<b>Completion Date</b>	May, 2008	