6 Sigma Project Charter

Date: April 26, 2010

Project Name: Reviewing Instructional Space Usage

Deployment Champion: Vicky Stewart

Project Sponsor: Bruce Budde and William Tammone

Process Owner: Susan Wheeler

FREP: Aimee Cook

Black Belt: Pat Schmillen

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<th>Team Members</th>
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<tr>
<td>Susan Wheeler, Technology Services</td>
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<td>Christopher Gray, Arts &amp; Communication</td>
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<td>Laurel Frautschi, Faculty</td>
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<td>Mike Garcia, Marketing</td>
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Opportunity (Purpose or Primary Reason for Project):
1. The college has developed a systematic process to quantify classroom usage, but it has only been deployed for computer lab classrooms. The tool has not been used to analyze other instructional spaces.
2. The college is implementing Schedule 25, which will provide some usage reports in the future; an analysis of current usage can help the implementation team better understand information needs and provide a baseline of usage data.

Business Case (Budget Information):
1. A smart room costs approximately $20,000. It is important to understand which rooms are being utilized, where we have opportunities to better use rooms, where additional rooms are needed, and where the technology is not needed so that college resources can be allocated in a manner to maximize their use.
2. Other technology solutions which are less expensive (such as projectors, CD players, etc.) can be better deployed in the right classrooms with more thorough usage data.
3. There may be opportunities to spend less where technology is not needed or identify needs for increased technology.

Goal (Expected Outcomes, Deliverables and/or Results):
1. Modify the process to review computer lab usage to include other room types so that excess capacity and excess demand can be identified.
2. Make recommendations as appropriate.

Scope (Constraints, Boundaries and/or Key Risks):
The project will address all instructional spaces, but would not include special purpose rooms such as labs, wood shops, etc. It will also not include open labs and student spaces that are not scheduled for classes. Rooms used exclusively by PDI will also be excluded at this time.

Timeline (Define, Measure, Analyze, Improve, and Control):
The team will meet in July and August and report their work in September.
### Primary Measures:
- Percent Usage (rolls up actual hours used and number of students compared to room capacity)
- Number of class hours and number of sections

### Other (Additional Resources Needed, Critical Considerations, and/or Initial Concerns):
The reporting processes from Schedule 25 are under development and recommendations from this team could help inform the Schedule 25 team with respect to information that would be helpful to the college. In addition, there is value to determining baseline usage values as we move forward with a new scheduling process.

### Supporting Data & Process Map(s):
- Computer Lab Usage Report
- Process to Assess Usage