6 Sigma Project Charter

Date: November 16, 2005

Project Name: Attendance Warning Reporting or ICCB Reporting/Early Warning Process

Deployment Champion: Dr. Vicky Stewart

Project Sponsor: Arthur Rich

Process Owner: Guy Goodman

Black Belt: Kip Strasma

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<thead>
<tr>
<th>Guy Goodman, Director of Student Service Center</th>
<th>Brad Finley, Six Sigma</th>
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<tr>
<td>Pete Schmidt, ICC Student</td>
<td>Al Audo, Computer Services</td>
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<td>Lorene King, QUEST</td>
<td>Carole Leman, College Foundation</td>
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Opportunity (Purpose or Primary Reason for Project): Digitize and network state-required reporting process for student attendance in credit courses for which ILLINOIS CENTRAL COLLEGE receives reimbursement. A second opportunity is a follow-up to the Grade Communication 6 Sigma Team where an updated “early warning” process was promised by Vice President John Avendano as a replacement for midterm grades filing.

Business Case (Budget Information): Level one savings: printing attendance forms and “early warning” reports ($.03 per unit). Level two savings: circulating and filing attendance forms and “early warning” reports ($.12 each unit—non FREP-verified).

Goal (Expected Outcomes, Deliverables, and/or Results): Improve attendance reporting process to function as a class progress reporting vehicle (that key stakeholders from ILLINOIS CENTRAL COLLEGE’s foundation, athletics programs, advising/counseling services can access to assist students more effectively).

Scope (Constraints, Boundaries, and/or Key Risks): The process begins at the midpoint for each credit course and ends when faculty have indicated non-attend students in their courses. As a replication and follow-up to the complete Grade Communication project, the key risks of training, performance, and change management have been addressed.

Timeline:

Define | 8-noon, 9 January 2006 (232C); East Peoria Campus; Project kick-off, 8 AM
Measure | 8-noon, 10 January 2006 (232C); East Peoria Campus
Analyze | 8-noon, 11 January 2006 (232C); East Peoria Campus; Gate review, 9 AM
Improve | 8-noon, 12 January 2006 (232C); East Peoria Campus
Control | 8-noon, 13 January 2006 (232C); East Peoria Campus; Gate review, 9 AM

Primary Measures: Grade Communication Team measure data, including defect status and printing/circulation costs.

Other (Additional Resources Needed, Critical Considerations, and/or Initial Concerns): ICCB has recently agreed to accept a secure database login/password as signature verification for reporting student attendance (as they do for advisors enrolling students and faculty posting final grades). This consideration makes the project now viable. Further, all PeopleSoft customizations must be filed before March 2006 for consideration.