6 Sigma Project Charter

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Project Name: Record Management Process
Deployment Champion: Dr. Erwin

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Opportunity (Purpose or Primary Reason for Project):
- Paper records are stored in multiple locations.
- Not all records are stored securely.
- No standardized process for disposing of records and utilizing the State of Illinois application.
- Reduce paper storage by utilizing electronic storage.
- Time to keep records is not identified for all areas.

Business Case (Budget Information):
- There is labor costs associated with filing, storing, and retrieving records.
- Unsecured data presents security risks.
- Efficient process to save staff time and reduce liability.
- Excess record storage causes increased costs in facility space.
- Inefficiency in accessing records and potentially the loss of records.

Goal (Expected Outcomes, Deliverables, and/or Results):
- Identify process owner and data that is stored by area.
- Identify paper document requirements (legally and value-add for the college).
- Identify best practices from other organizations or colleges.
- Establish data storage and disposal policies, procedures, and processes.
- Reduce storage space needed and employee time.

Scope (Constraints, Boundaries, and/or Key Risks):
- Paper records stored and scanned images from paper documents for all areas college-wide.

Timeline (Define, Measure, Analyze, Improve, and Control):
- 3 Months = Define/Measure Phase
- 2 Months = Analyze/Improve Phase

Primary Measures:
- Number of employee hours associated with the record management process.
- Dollars (unit costs) for copying, filing, storing, retrieving, and destroying records.
- Number of departments storing, retrieving, and disposing paper records.
- Percentage of departments utilizing the State of Illinois application process.

Other (Additional Resources Needed, Critical Considerations, and/or Initial Concerns):

Supporting Data & Process Map(s):