6 Sigma Project Charter

**Date:** December 14, 2007

**Project Name:** Vehicle Request (Kaizen)

**Deployment Champion:** Dr. Vicky Stewart

**Project Sponsor:** Bruce Budde

**Process Owner:** Gary Ashby

**Black Belt:** Pat Schmillen

**Charter Author:** Pat Schmillen

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<td>Ed Babcock</td>
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<td>Gary Ashby</td>
<td>Vicky Craig</td>
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**Opportunity (Purpose or Primary Reason for Project):** The college currently reimburses employees for personal miles when the work is college related because we don’t have a process to request college vehicles, with the exception of Cougar Buses and Passenger Vans. Additionally, we have many maintenance and custodial vehicles without a process to request the vehicles, track their use and determine the cost of such use to the departments.

**Business Case (Budget Information):** The college can save approximately $.20 per mile if employees use a college vehicle instead of their own. Better tracking of vehicle use will help the college make good business decisions on the number of vehicles needed and help budget managers understand and plan for their departmental vehicle use.

**Goal (Expected Outcomes, Deliverables, and/or Results):** Establish, document and communicate a process to request a college vehicle or rental, document vehicle usage, and charge the use of the vehicle back to the appropriate department when applicable. The process must be easy to use and understand, take minimal staff time, make the best use of college vehicles, be accurate and provide usage and financial information to both users and to the college.

**Scope (Constraints, Boundaries, and/or Key Risks):** The team will develop a process for vehicles that have been determined to be available for request. Process issues will include certification of drivers, the request process and the charge-back process.

**Timeline (Define, Measure, Analyze, Improve, and Control):** The team will meet 3 days in December to develop improvement ideas (Define, Measure, Analyze and Improve) and will conduct a gate review in January for the full college. Improvements are expected to be implemented in February with a Control Gate Review in June.

**Primary Measures:** Cost per mile for college travel, Total vehicle costs, Total college miles reimbursed/incurred, vehicle usage data. Additionally, the team will establish measures for the new process once it is developed.

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