**Continuous Improvement Plan**

**Date:** **Name of Program/Unit:**

**Contact name:** **Contact email:** **Contact phone:**

**Table 1: CIP Outcomes, Measures & Targets Table (focus on at least one for the next two years)**

|  |  |  |
| --- | --- | --- |
| **A. Expected Outcome(s)**  Results expected in this unit  (e.g. Authorization requests will be completed more quickly; Increase client satisfaction with our services) | **B. Measure(s)**  Instrument(s)/process(es) used to measure results  (e.g. survey results, exam questions, etc.)  Include Course Information and Semester in which assessment will occur | **C. Target(s)**  Level of success expected  (e.g. 80% approval rating, 10 day faster request turn-around time, etc.) |
| Purchase and implement new CMMS system to accurately track work orders and equipment maintenance data. | Status of CMMS purchase, implementation and utilization. | 100 % completed CMMS purchase, implementation and utilization by all Facilities and Grounds Personnel; utilized for monthly reports and tracking purposes as validated and utilized by the VP of Facilities and Construction. |
| Develop and distribute new SOPs in order to ensure requirements are met and productivity is maximized. | Number of SOPs developed and distributed after Aug 1, 2022. | One new SOP developed and distributed per month after Aug 1, 2022, validated by the VP of Facilities and Construction. |
| Develop and implement Delineation of Responsibility document. | Develop and implement Delineation of Responsibility document. | A coordinated and approved Delineation of Responsibility document developed and implemented by the VP of Facilities and Construction. |

**Description of Fields in the Following CIP Tables:**

**A. Outcome(s)** -Results expected in this program (e.g. Students will learn how to compare/contrast conflict and structural functional theories; increase student retention in Nursing Program).

**B. Measure(s)** -Instrument(s)/process(es) used to measure results

(e.g. results of surveys, test item questions 6 & 7 from final exam, end of term retention rates, etc.)

**C. Target(s)** -Degree of success expected (e.g. 80% approval rating, 25 graduates per year, increase retention by 2% etc.).

**D. Action Plan** -Based on analysis, identify actions to be taken to accomplish outcome. What will you do?

**E. Results Summary** - Summarize the information and data collected in year 1.

**F. Findings** - Explain how the information and data has impacted the expected outcome and program success.

**G. Implementation of Findings** – Describe how you have used or will use your findings and analysis of the data to make improvements.

**Table 2. CIP Outcomes 1 & 2 (FOCUS ON AT LEAST 1)**

|  |  |
| --- | --- |
| 1. **Outcome #1**   Purchase and implement new CMMS system to accurately track work orders and equipment maintenance data. | |
| 1. **Measure (Outcome #1)**   Status of CMMS purchase, implementation and utilization. | 1. **Target (Outcome #1)**   100 % completed CMMS purchase, implementation and utilization by all Facilities and Grounds Personnel; utilized for monthly reports and tracking purposes as validated and utilized by the VP of Facilities and Construction. |
| 1. **Action Plan (Outcome #1)**   Purchase, install and utilize new CMMS system | |
| 1. **Results Summary (Outcome #1)**   PO has been received and readied to purchase WEB TMA, a well regarded CMMS System. Current Schedule is to purchase WEB TMA in March, 2023, with full utilization during the Summer of 2023. Training is expected to occur April/May/June 2023. | |
| 1. **Findings (Outcome #1)**   Improved CMMS system implementation will improve quality and quantity of available Facilities data. This will allow actionable data analysis that will be used to prioritize facilities and grounds resources, making the department more efficient while continuing to support learning across the district. | |
| 1. **Implementation of Findings**   Web TMA will be able to show the number and types of work orders completed and backlogged at each campus. This will allow resources adjustments to be targeted by trade or location as needed to balance our levels of service and maintain the district facilities. | |

|  |  |
| --- | --- |
| 1. **Outcome #2**   Develop and distribute new SOPs in order to ensure requirements are met and productivity is maximized. | |
| 1. **Measure (Outcome #2)**   Number of SOPs developed and distributed after Aug 1, 2022. | 1. **Target (Outcome #2)**   One new SOP developed and distributed per month after Aug 1, 2022, validated by the VP of Facilities and Construction. |
| 1. **Action Plan (Outcome #2)**   Develop and distribute new SOPs | |
| 1. **Results Summary (Outcome #2)**   As of the end of Feb 2023, 3 New SOPs have been developed since Aug 2022. There should have been 7 new SOPs at this time. There will need to be a increased rate of SOP approval in the following months to return to schedule. | |
|  | |
| 1. **Implementation of Findings**   These SOPs have provided much need guidance for the operations of Facilities and Grounds and ensure the district follows one set of standards vs different standards on each campus. Establishment of these standards will allow resources adjustments to be targeted by trade or location as needed to balance our levels of service and maintain the district facilities. | |