

## 3357:13-17-031 Integrated Planning and Resource Allocation Procedure

### (A) Procedure (In accordance with Policy [17-03](#) Integrated Planning and Resource Allocation Policy)

- (1) Initiator will be directed to the college's integrated planning website where they will complete a 3-page brief outline of the project. (see outline format below)
- (2) This brief outline will be reviewed by President's staff. The President's staff will have 2 weeks to comment on, and either approve, disapprove or ask for modifications to the plan.
- (3) The plan will either be
  - (a) Accepted
  - (b) Accepted with modifications
  - (c) Denied
- (4) What initiatives should go through this process? Any activity that would result in one of the following:
  - (a) The reallocation of any employee time from established job duties for more than 8 hours per week, or
  - (b) Expenditure of funds not already within a division/department budget, or
  - (c) Budget expenditure that deviates significantly from the specific college mission focus.
- (5) If project is approved, the initiator's immediate supervisor and/or assigned mentor will help the initiator through the implementation process. This will include, but not be limited to planning with departments affected or departments that can be of assistance, such as; human resources, IT, marketing etc. Unless otherwise noted initiatives will be launched and driven by the particular division initiating the request.

### B. Paperwork

#### (1) Brief Outline of Proposed Project

- (a) Title/Project Leader -Choose a title that will help everyone recognize what you are doing and trying to accomplish. Supply the name of the project leader. (Name, Title, Email, Phone)

- (b) Goal -Describe this initiative's goal(s) in 100 words or fewer. Additionally, describe the overall outcome measures that will indicate whether this initiative has been a success or failure in achieving those goals.
- (c) Budget-Budget must include human resource reallocation costs as well as new material or new human resource costs.
- (d) Alignment with the current strategic plan -Please note: this is open to interpretation, therefore you must be very specific in your description of how your proposed initiative will align with NCSC's strategic plan.
- (e) Organizational Impact- Determine which departments and/or organizational area (s) that will be directly or indirectly affected by the project and meet with them to discuss impact. Additionally, determine and meet with any organizational areas you could utilize as a resource and obtain feedback concerning your project.

## (2) Key Processes

- (a) Name and describe briefly the key organizational process or processes that you expect this initiative to change or improve. Some key processes have commonly used names (hiring, personnel evaluation, course preparation, program design, budgeting, planning, etc.) while others may require unique designations and descriptions.
- (b) Timeline/Milestones/Implementation/Conclusion dates-if to be embedded into the current structure, please give tentative date for the hand off to the appropriate office.
- (c) Explain the rationale for the length of time planned for this initiative. Additionally, establish a series of "milestones" to mark progress toward your ultimate goal. These interim goals or milestones must be objective measures.
- (d) Explain how you plan to keep everyone involved focused on what you are working to achieve.

Effective: October 8, 2014

Next Review: October 1, 2019

Review Dates: 10/8/14