

2009 College Action Project Worksheet for Champions

Action Project Number/Name: 2.1.1: Develop, implement and evaluate a knowledge management system to improve information retrieval and communication.

Overview:

KM is the process through which organizations generate value from their intellectual and knowledge-based assets. Most often, generating value from such assets involves codifying what employees, partners and customers know, and sharing that information among employees, departments and even with other companies in an effort to devise best practices. <http://www.cio.com/article/40343>

This project aims to develop a system that will serve as an institutional repository for the information and data generated by all departments and/or units. It requires the conscious integration of people, processes, and technology to collect, share and use information that builds organizational capacity for continuous improvement.

1. Using the table below, please outline the major activities, timelines, and persons/depts./teams responsible to accomplish the project.

Major Activities	Timelines	Persons/Depts/ Teams
<ul style="list-style-type: none"> • Preliminary assessment of needs through CLC; input on team composition • Creation of Team • Development of action plan • Presentation of Action plan for <ul style="list-style-type: none"> ○ AGC input ○ Deans Council input ○ CLC input and approval • Development of CAP for 2009-2010 with budget • Purchase and implementation of major content systems. 	March 2008	Gilda Gely
	August 2008	Gilda Gely
	September-November 2008	Knowledge Mgmt. (KM) Team KM Team
	January 2009	
	January 2009	
	February 2009	
March 2009	KM Team	
September 2009	VP	

2. What are the budget implications for this project? Please estimate financial/resource costs even if you plan to cover them out of existing budgets. (Note: If you need new budget dollars for this action project, please make sure to request them through the budget process.)

For the first year of the project no additional budget is requested. For the second year, budget has been committed for the Blackboard Content Management System, Document Management Solution and Web Content Management.

3. What are the process and outcome indicators that you will measure for this action project?

The KM Team will determine those based on needs assessment, benchmarking and literature review. The initial outcomes for this year are:

- Assess perception of Lead Council as to what are the needs to have a solid KM system that serves GRCC well.
- Create a cross departmental team that will develop an action plan
- Seek input for the action plan from different campus groups
- Rewrite CAP for next year including budget request