

Electronic Applicant Tracking

**This project supports the following
CNM Strategic Planning Goal Goals:**
(Check all that apply)

- Student Success:** Expand CNM’s caring approach to student Success
- Partnerships/Community Building:** Create and enhance a systematic approach to partnerships and community building
- Diversity:** Build on CNM’s Multi-faceted diversity
- Identity:** Strengthen CNM’s comprehensive identity
- College Success and Sustainability:** Innovate to sustain CNM’s success for future generations

Introduction

Provide background and a brief description of the project, including information on the need/problem. Also, list the key desired results that are to be accomplished by the project.

Project Description:

CNM has a cumbersome application process for both CNM and applicants. Some examples of what makes it so are:

- applicants have to submit a new application for each position they want to apply for;
- all applications are manually entered into Banner; and
- departments receive paper copies of the applications.

In order to provide ease in the application process and streamlining for hiring officials we are implementing a web based application service which will collect and review employment application materials online and provide automated feedback to applicants regarding the status of their job search. Internal and external applicants will see a streamlined process where they can submit one application that can be used for multiple position openings. Further, departments will receive the applications electronically.

Desired Results:

1	Hiring officials have electronic access to application materials and accompanying services such as screening capabilities and letter generation.
2	Applicants can use one saved application to apply for multiple positions which will make for less frustration.
3	Better utilization of Human Resources (HR) staff time that is currently spent on data entry of each application into Banner. Additionally, HR employees will no longer print applications – they will be available electronically.

Deliverables – nouns, these are not activities

1	Request for Proposal (RFP) for an on-line application web service
2	Vendor selection
3	Implementation of new service and process
4	Campus-wide training for hiring officials

Project Organization

Role	Description	Staff Assigned
Sponsor	Has ultimate authority over and is responsible for a project and/or a program, its scope & deliverables.	Carol Adler
Project Manager(s)	Develops and maintains project plan and project schedules, executes project reviews, tracks & disposes of issues & change requests, manages the budget, and is responsible for overall quality of the deliverables.	Carol Adler
Project Team	Is responsible for performing the activities necessary for implementation of the project.	Carol Adler, Patricia Estrada, Laverne Gabaldon, Daniel Garcia & Doreen Huerta
Key Stakeholders	Provides expert understanding of their organization, and represents area for which the project is intended to support/serve.	Susan Crawford, Aurelia Manjares & Tom Manning

PROJECT SCOPE AND SCHEDULE SUMMARY

The table below is to be used for all Project Management and Tracking System projects as follows:

- **Step I – Project Plan** (*see table 1 below*)
 - Identify the project’s deliverable (noun) in the row that is highlighted. You can add additional rows to accommodate all of the project’s deliverables. The rows beneath each deliverable are for the detailed tasks.
 - Identify the detailed tasks to produce each deliverable in the rows beneath the deliverable
 - For ***each*** task, indicate a date when the work will begin and when the work will be finished. Additional rows can be added as necessary.

						9/6/07
Project Schedule/Status Report						
Title		Submitted by:				
	Deliverable(s) and Tasks	Responsible Person	Start Date	Projected End Date	Status (%complete)	Actual Completion Date
1.0	Request for Proposal (RFP) for an on-line application web service					
1.1	Purchasing and others develop and publish an RFP	Charlotte Gensler	April 2007	May 2007	100%	May 14, 2007

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Project Schedule/Status Report

TITLE		Submitted by:				
	Deliverable(s) and Tasks	Responsible Person	Start Date	Projected End Date	Status (%complete)	Actual Completion Date
2.0	Vendor selection					
2.1	Identify evaluation team	Carol Adler	May 2007	May 2007	100%	May 16, 2007
2.2	Team reviews and scores RFP's	Susan Crawford, Patricia Estrada & Daniel Garcia	June 2007	July 2007	100%	July 17, 2007
2.3	Team meets to discuss scores	Same as 2.2 & Charlotte Gensler	July 2007	July 2007	100%	July 17, 2007
2.4	Demonstrations held with two finalists	Same as 2.3	August 2007	August 2007	100%	August 7, 2007
2.5	Team recommends vendor to buyer	Same as 2.3	August 2007	Sept 2007	100%	August 7, 2007
2.6	Buyer negotiates contract with vendor	Charlotte Gensler	September 2007	September 2007	100%	Sept 28, 2007

9/6/07

Project Schedule/Status Report

TITLE		Submitted by:				
	Deliverable(s) and Tasks	Responsible Person	Start Date	Projected End Date	Status (%complete)	Actual Completion Date
3.0	Implementation of new service and process					
3.1	Request for initial set-up information from PeopleAdmin	Marcie Huff	October 2007	October 2007	100%	October 11, 2007
3.2	Initial requested information provided to PeopleAdmin	Carol Adler	October 2007	October 2007	100%	October 2007
3.3	Modifications to initial requested information provided to PeopleAdmin	Carol Adler	October 2007	August 7 October 2007	100%	October 2007
3.4	Test	Team	December 2007	January April 2008	75%	
3.5	Applicant tracking available thru PeopleAdmin	Team & Serlina Ozuna	February 2008	February April 2008	0%	

9/6/07

Project Schedule/Status Report

TITLE

Submitted by:

	Deliverable(s) and Tasks	Responsible Person	Start Date	Projected End Date	Status (%complete)	Actual Completion Date
4.0	Campus-wide training for hiring officials					
4.1	Identify training team	Carol Adler	January 2007	January 2008	100%	January 2008
4.2	Develop training module	Team	January 2007	April 2008	50%	
4.3	Deliver training	Training team	January 2007	May 2008	0%	

Project Dependencies and Assumptions

Identify other project dependencies and/or efforts that are related to, that affect, or may be affected by, the project being planned. Also, identify any assumptions that could significantly affect the project depending on their outcome. Indicate a Degree of Impact of “High”, “Medium” or “Low”. (Examples: staff availability, another project that must be done prior to launch, etc.)

Dependency/Assumption	Degree of Impact
Resistance to change from hiring officials	Low
HR and Information Technology Services (ITS) employees are available as scheduled	Medium

Project Budget Summary

[The budget and costs reflected in the Project Plan should account for all resource labor, hardware, software, facilities, etc. required to achieve the stated scope and objectives.]

Project Budget Summary				
<i>Budget Categories</i>		<i>Amount [general fund]</i>	<i>Amount [additional funding source]</i>	<i>Amount [TOTAL]</i>
a	Internal Resource Labor Carol Adler, Terry Dillon, Patricia Estrada, Laverne Gabaldon, Daniel Garcia & Doreen Huerta	in total hours 240 total		240 hours total
b	Annual service fee	\$25,000		
c	Implementation fee (one time)	\$ 9,000		

d		\$		
e		\$		
f		\$		
TOTAL:		\$34,000	\$ 0	\$34,000

Note: The project requires no additional resources although each person involved will have to reallocate their time to complete this task.

Approved by Executive Team: _____ *Date:* _____

Team Member Signature

(Instructions: Hold a review of the project plan with your team members and obtain their agreement to participate. Each team member's signature represents his or her agreement to participate in this effort.)

TEAM MEMBER - AGREEMENT TO PARTICIPATE		
PRINT NAME AND TITLE/ ORGANIZATION	SIGNATURE	DATE
Carol Adler, Executive Director HR	_____	____/____/____
Patricia Estrada, HR Tech	_____	____/____/____
Laverne Gabaldon, HR Tech	_____	____/____/____
Daniel Garcia, HR Administrative Coordinator	_____	____/____/____
Doreen Huerta, Administrative Support Specialist	_____	____/____/____