

Bergen Community College > Administrative & Educational Support (AES) Units > OFFICE OF THE VICE PRESIDENT OF ADMINISTRATIVE SERVICES > Office of the Chief Information Officer > Document and Records Management > Plans	
 <a href="#">Introduce E-forms that can replace paper records</a>	Complete
 <a href="#">Develop HR Intranet Site for Records Storage and Sharing</a>	 Not Complete

## Plan Overview

**Outcome/Goal** Introduce E-forms that can replace paper records.

**Assessment Period** 2010-2011 Annual Goals

## Description

Data Collection

Measures

This goal was: Met **Partially Met** Not Met

## Results

This outcome was:

Met Partially Met Not Met

Percentage Met: **20%**

Were these results used to make improvements to the program/department?

**Yes** No

## Analysis

After reviewing the results, what analyses can be derived?

- 1.
- 2.
- 3.
- 4.

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Supporting Documentation

No file attached

## **Recommendations**

Based on the results and analysis, what recommendations will be made to better achieve the desired outcome?

1. carry forward to next year.

Was this recommendation implemented?

Yes No

Recommendation was implemented during the following assessment period:

Not yet implemented

2.

Was this recommendation implemented?

Yes No

Recommendation was implemented during the following assessment period:

Not yet implemented

Upload any supporting documents to further elaborate on the recommendations listed above. No file attached

## **Budget Implications**

Based on the ongoing results and analyses, are there budget requests that need to be made in order to achieve this outcome?

Yes No

## **Actions**

## **Improvements**

Below, list the improvements/action items that are being put in place in order to achieve this outcome/goal.

Were improvements made to achieve this outcome?

Yes No

List all improvements made:

1.

2.

3.

4.

5.

Feedback

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<b>Outcome/Goal</b>	Develop HR Intranet Site for Records Storage and Sharing
<b>Assessment Period</b>	2010-2011 Annual Goals
<b>Description</b>	

## **Data Collection**

## **Measures**

### **Results**

This goal was:           Met   Partially Met           Not Met

### **Results**

This outcome was:

Met   Partially Met   Not Met

Percentage Met:

Were these results used to make improvements to the program/department?

Yes   No

### **Analysis**

After reviewing the results, what analyses can be derived?

- 1.
- 2.
- 3.
- 4.

Supporting Documentation           No file attached

### **Recommendations**

Based on the results and analysis, what recommendations will be made to better achieve the desired outcome?

- 1.

Was this recommendation implemented?

Yes   No

Recommendation was implemented during the following assessment period:

- 2.

Was this recommendation implemented?

Yes   No

Recommendation was implemented during the following assessment period:

Recommendation was implemented during the following assessment period:

Upload any supporting documents to further elaborate on the recommendations listed above.           No file attached

### **Budget Implications**

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Based on the ongoing results and analyses, are there budget requests that need to be made in order to achieve this outcome?

Yes    No

**Actions**

**Improvements**

Below, list the improvements/action items that are being put in place in order to achieve this outcome/goal.

Were improvements made to achieve this outcome?

Yes    No

List all improvements made:

- 1.
- 2.
- 3.
- 4.
- 5.

**Feedback**