

## What is the CI Portal? Video Transcription

Scott Rager speaking:  
CI Portal Video Take One.

The Portal, the final frontier, a new dimension in Heartland's never ending quest for Continuous Improvement. A place where no college has gone before!

No, that won't work.... Sounds contrived.

Take Two... how about...

The CI Portal where the great improvement projects go! Be here!

No, that's way too corny.

O.k. Let's just keep it simple.

Welcome to the CI Portal: a place to get assistance and support for your Continuous Improvement projects. A place that showcases and archives Continuous Improvement Projects, a demonstration of an alive and evolving College! So you may ask: What is a CI Project and when should I submit one to this portal? A CI Project seeks to improve a process. It can be checked and adjusted over time to continuously improve the process. If it meets this definition – submit it. If it is a project others at the College might have interest in knowing about – submit it. If it is a project that may require data to support its assessment – submit it.

As a college committed to Continuous Improvement the CI Portal helps us treat CI systematically meaning we all follow the same steps when embarking on CI projects... as well as systemically helping to ensure our CI projects are working together; avoiding redundancies; speaking to one another.

Our CI approach follows a process management system called FOCUS PDCA. F stands for find the right opportunities to improve. O stands for organize. C stands for clarify how to improve. U stands for understand what you are improving. S stands for select the best ways to improve.

PDCA means: Plan Do Check Adjust. The steps we follow to improve a process. The emphasis of this systematic approach is to PLAN before we DO.

Let's take a further look at the cover page. At the very top you see the URL for access to the portal which is [ciportal.heartland.edu](http://ciportal.heartland.edu). Directly beneath the URL you see navigation buttons. The CI Portal Home. A listing of all of the projects currently to be found within the portal. Common questions you might have about the portal. The six AQIP categories which projects might address. And a glossary of terms which you might find helpful.