



Process Library Development and Implementation

Background

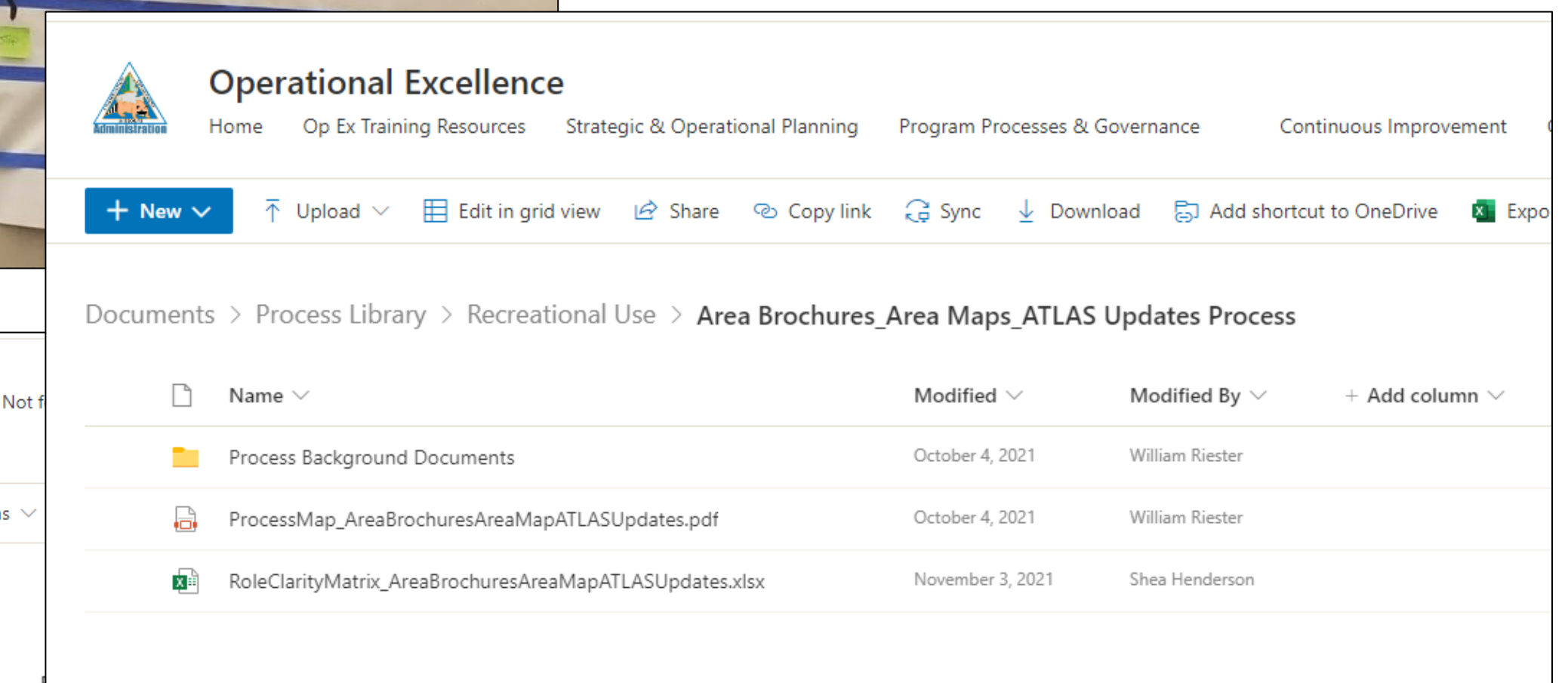
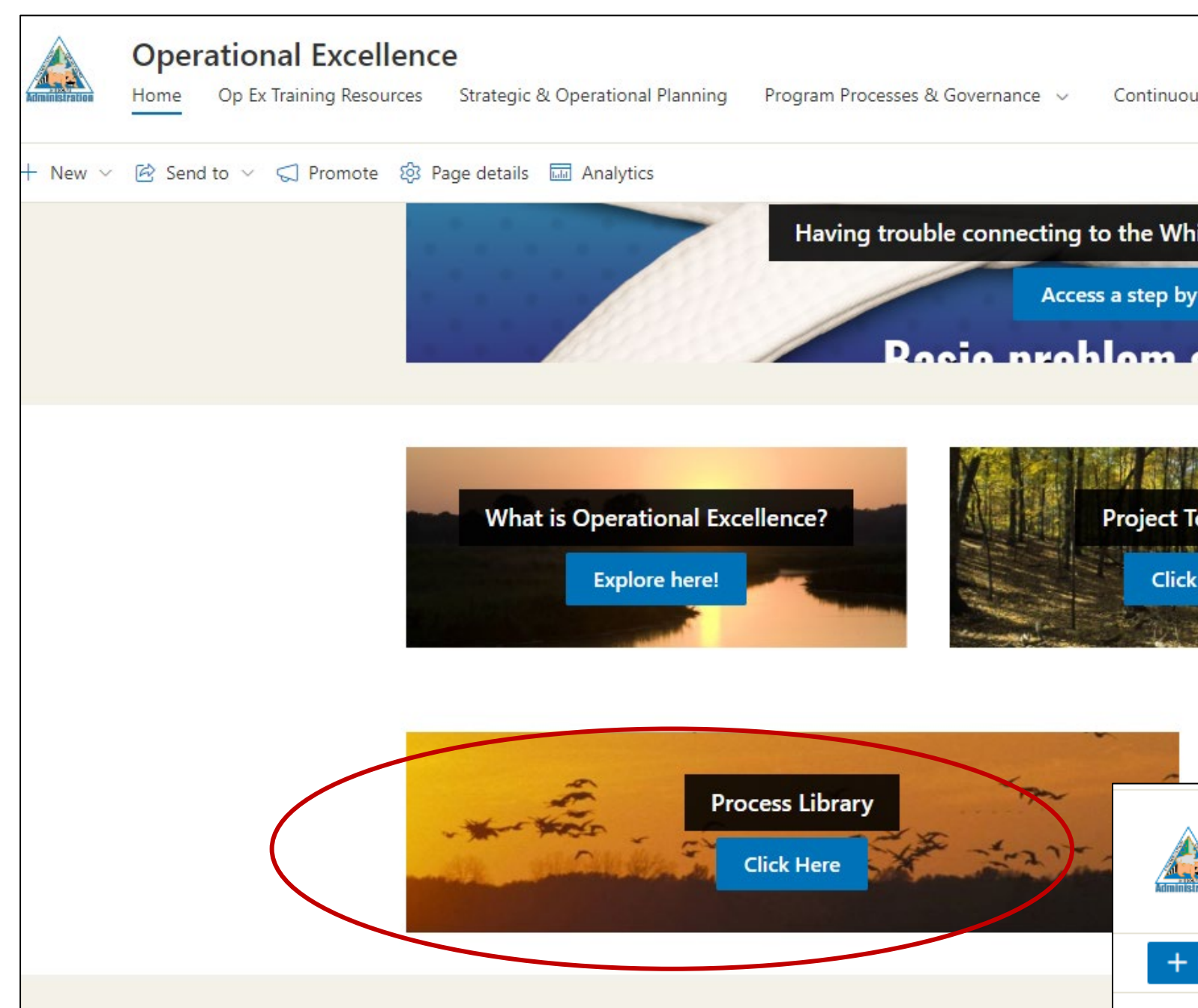
For the past several years, MDC has been documenting processes through process events. Each process event would have a process map, role clarity matrix, and an implementation plan at the least.

Problem Statement

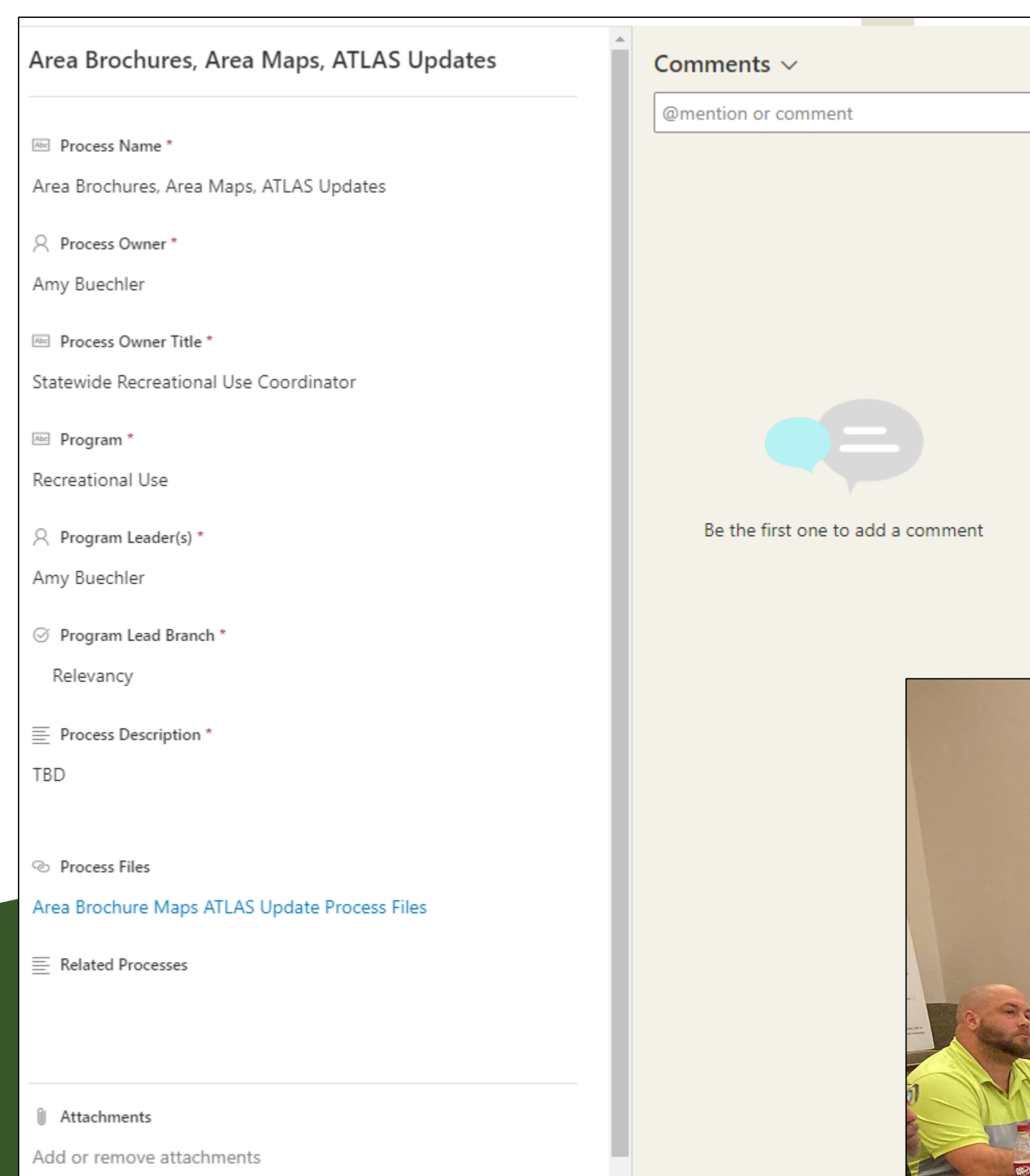
MDC didn't have a single source of truth for process documentation. Files were saved on local computers and multiple files existed.

Action

- Utilized SharePoint to develop a Process Library
- Communicated the location and use of the library to all MDC staff



Program	Program Lead Branch	Process Name	Process Owner	Process Owner ...	Process Files	Modified	Modified By
Migratory Birds	Science	Migratory Bird Banding	Andy Raedeke	Scientist	Migratory Bird Banding Process Files	October 15, 2021	William Riestler
Fleet Administration	Conservation Business Serv...	Annual Inventory	Chris Scheppers	Fleet Services Specialist	Annual Inventory Process Files	October 15, 2021	William Riestler
Stream Teams	Relevancy	Stream Team IT Application	Chris Riggert	Stream Team Coordinator	Stream Team IT Application Process Files	October 15, 2021	Lauren Hildreth
Wildlife Damage and Wildlife Human Interaction	Statewide Resource Manage...	Nuisance Goose	Alan Leary	Wildlife Management Coordinator	Nuisance Goose Process Files	October 15, 2021	Lauren Hildreth
Fleet Administration	Conservation Business Serv...	Resource Division Tractors	Chris Scheppers	Fleet Services Specialist	Resource Division Tractors Process Files	October 15, 2021	William Riestler
Fleet Administration	Conservation Business Serv...	Leases	Chris Scheppers	Fleet Services Specialist	Leases Process Files	October 15, 2021	William Riestler
Fleet Administration	Conservation Business Serv...	Resource Heavy Equipment	Chris Scheppers	Fleet Services Specialist	Resource Heavy Equipment Process Files	October 15, 2021	William Riestler
Recreational Use	Relevancy	Area Signage	Amy Buechler	Statewide Recreational Use Coordinator	Area Signage Process Files	October 15, 2021	Lauren Hildreth
Infrastructure Management	Infrastructure Management	Area Maintenance & Infrastructure Develop...	Jacob Careaga	Infrastructure Management Branch Chief	Area Maintenance & Infrastructure Development Process Files	October 15, 2021	William Riestler



Outcomes

As MDC continues to document processes through process events, as well as documenting key work processes for our program areas, this will be the single point of truth for that documentation. Whenever new and existing staff have a question about how a given process works, the documentation and resources will be easily available.