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# Final Showcase

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KALEB JORDAN

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# About Me

ABOUT ME

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# My Initial Reaction

INITIAL REACTION

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# What is BPI

- BPI stands for Business Process Improvement
- Implementation or improvement of current business procedures to ensure reduced redundancy, maximize speeds, and simpler accessibility
- FormBuilder application is a great tool used throughout the School of of Literatures, Cultures & Linguistics

WHAT IS BPI?

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# FormBuilder

Have you ever been frustrated filling out an online form? Well, I certainly have! For businesses, they are common from pizza ordering forms to account creations. A lot of the forms can be a pain to fill out due to the amount of information needed or confusion on what information is needed. NOT WITH FORMBUILDER! FormBuilder is a great tool to create simple, easy to follow forms that grants users a pleasant experience.

FORMBUILDER

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# I-PAWS

Officer Tara from I-PAWS struggled with inputting data about her service dog, Huff, training. Prior to this internship, an initiative called Huff's Numbers was an Excel spreadsheet to mitigate the errors but that had problems too!

Working with other members of BPI, we used FormBuilder to create a form application to create an easier way to input data to **reduce input times** dramatically. We also implemented customizable aggregated form views to **minimize the chance of errors**.



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# SLCL

Working with the School of Literatures, Cultures & Linguistics, our team revised a form dealing with employee travel reimbursement. Our goal was to create an easy to read form using clean-views, that **maximized speeds** by linking departments directly to the form rather than inputting the information manually.

Lastly, I focused on adding creating a section to the form for **adding per diem expenses** rather than inputting every expense separately.





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# BPI Project Request


My idea for a BPI Project Request form had the following attributes:

- A simple, easy to follow questionnaire
- Aggregate form views
- A review phase to analyze each request
- A submission phase to approve or deny reviewed requests





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# Skills Learned

- How to optimize business practices & procedures by enhancing efficiency and reducing redundancy
- Learned techniques for analyzing business process such as Six Sigma or change management
- Creation and applying workflow diagrams to map out business practices
- Working in a team-setting to work together to ensure quality projects by delegating tasks evenly

SKILLS LEARNED

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# SMART Goals

- Over the course of the summer semester, I will keep a journal highlighting events, challenges, and lessons learned during my internship. Along with my weekly projects, at the end of the internship I will provide access to this journal at the end of the internship.
- During the summer semester, I will continue to learn and improve my skills with data visualization tools such as Tableau and Power BI. I will document completion by providing the necessary completion certificates, sharing them with my supervisor.
- Over the summer semester, I will be proactive in identifying ideas for future projects using FormBuilder's applications and submitting them to my supervisor via Microsoft Teams.

SMART GOALS

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# Professional Development

I had numerous professional development projects that I have accomplished:

1. Revising and updating my profiles on both LinkedIn and Handshake
2. Improving my complete resume and identify future career paths
3. Reaching out and connecting with established people in my future career field

PROFESSIONAL DEVELOPMENT

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Thanks!

THANKS!

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