



Workforce Solutions

Rather than providing a “one size fits all” approach, Headway provides a menu of flexible programs that adapt to your specific workforce requirements.

Our suite of solutions offers nationwide, scalable programs that dramatically improve enterprise-level workforce performance and productivity.

Successful Curriculum Vitae Data Input Project for large academic institution delivers dedicated on-site team exceeding expectations by completing the entire project on-time and within budget

Outcome in Brief

Superior project management efficiencies including:

- Reduced time to input CV data by 433% over prior methods
- Eliminated CV processing road blocks
- Improved staff knowledge through new training program
- Delivered data input requirements prior to key deadline
- Completed CV input project on-time & within budget goals

Challenge

The college had over 500 Curriculum Vitae (CVs) to enter and a short window of time to complete the project. Academic CVs can be up to 50 pages in length and include many discrete areas of experience (publications cited, research results, educational experience, work history, awards, research studies/results, et al) which creates challenging data entry requirements.

The college implemented their CV software and after 12 months was only able to process and input 300 CVs. The college had over 200 CVs left that needed to be processed. They also needed specific reports using data from all of their CVs. This data is critical to tracking accreditation of faculty as well as other important research metrics.

Some of the key hurdles included:

- Lack of software knowledge
- Lack of proper staff to handle input processing
- Lack of a program manager being responsible for the completion of this complicated project



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Results

- 2,000+ pages of faculty member's CVs entered
- 200 CVs entered in an 8 week time frame
- Fully trained Data Entry team
- Management reports providing weekly progress
- Lower overhead costs
- Timely project completion
- On-going training for University Staff
- Development of a comprehensive training program

Headway's Solution

Headway Workforce Solutions, with a wealth of experience in project management in the academic world, offered consultative services and a precise project outline in order to complete the necessary data input project. After project definition and deliverable scheduling, Headway's plan sourced a recruiter and hired a team of 8 professional data entry (DE) operators possessing the needed skills for this unique project.

Headway also implemented a customized training program for the DE operators educating them on the specific and unique data entry parameters for the project. Headway managed the overall project within the allotted budget and provided weekly production reports on employee performance. An on-site project manager was also utilized to manage the team and make critical decisions in keeping the project on target and within budget.

“Headway brought a level of professionalism to the project that exceeded our expectations. Not only was the project completed on time, but Headway's team also offered exceptional management of the data entry staff, and an overall successful transition once they completed the training of our internal staff.”

Associate Provost of the College



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