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| --- | --- |
| Emails |  |
| Mia | mianguyenyen1904@gmail.com |
| Precious | preciousjulius4real@gmail.com |
| Alice | alicegaoglad@gmail.com |
| Sadia | sadiamukhtar11@gmail.com |

# Week# 1:

**Team members:**

* Precious julius
* Mia
* Alice
* Sadia

**Date**: 10/03/2020

**Project sponsor**: Sarah Rabb

### Project purpose:

The purpose of this project is to create a new form template within TELUS PS EMR suite in order to capture patient information

### Objective:

Implementation of a new form/template within TELUS PS suite

### **Team roster**

### Who is responsible submitting the project at the end:

Editing: Sadia

Making sure APA citations : Precious

Minute taker:

Submitting the project and powerpoint:

Status report: weekly

**Week 1 :** Sadia

**Week 2 :** Alice

**Week 3 :** Mia

**Week 4 :** Precious

**Code of conduct :** address the issue, communication, ask questions, listen to the team members, being accountable

**Participation:** Each team member is responsible submitting the status report by their week of choice

Be present to the meetings

Support other team members if they need help

Ask questions for clarity

**Problem Solving:**

### **Contingency plan:** Whatsapp group call, skype or zoom

### Communication plan :

Whatsapp

Edit work through google doc

Email if needed

To meet via whatsapp group call whenever the group can’t meet in physical incase of school closure

## Project schedule

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| --- | --- | --- | --- |
| **Meetings** | **Date and time** | **Members** | **Location/Platform** |
| **Week# 1** | March 17, 2020 | Alice, Sadia, Mia | Zoom |
| **Week# 2** |  |  |  |
| **Week# 3** |  |  |  |
| **week# 4** |  |  |  |

**Project plan/charter by week**

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| --- | --- | --- | --- | --- | --- |
| **Week #** | **Team Member** | **Role** | **Group Task** | **Meeting time** | **Meeting record** |
| **March 17-20** | Alice, Sadia, Mia, Precious | Alice: host meeting/ take notes  Sadia: Status Update  Mia: Contribute to meeting, Update G folder with Templates  Precious:  Clarify questions for Project Sponsor on business case & Stakeholders | Clarify business case, decide Stakeholders. Touch upon Scope & Risk management.  Reach consensus on Meeting scheduling and Task distribution. | March 17th @ 4:20 pm | -shared folder created  -initial templates updated  -minutes/ notes taken on agreed upon consensus of Project through Google Doc |
| **March 23-31** | Sadia,  Alice,  Mia,  Precious | Everyone: Attend meeting/ Make notes,  Check- in on progress,  Task delegation, | -Figure out Hand in and presentation deadlines  -Find agreed upon presentation strategy  -Go over last week and discuss plans for next week | March 25th@  1:00 pm | -Delegated main person in charge of each deliverable  -Gone over timelines again- both real time and for project timeline  -Presentation strategies - Tools for shared collaboration |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

## **Business case:** Creating Form/template for ….. the reason to improve data quality and patient safety

### How will you achieve buy-in with your stakeholders

* Team work
* Let everyone feel that project and the change is their own change
* Involve all the stakeholders
* Include them in the decision making process
* Ask them for a feedback
* Identify the need for the project and the benefits from it

### Goal: physician

### Analysis:

### Qualitative

* Quantitative

**March 17th ZOOM Meeting:**

|  |
| --- |
| **Legend:** for Nurse use, for Health Admin Use, for Doctor Use |

**Business Case Summary/Ideas & Scope Point form:**

* A form to capture details for preventative measures and the event of a future influenza outbreak at a family MD clinic for 2021:
  + Vaccination rates
  + # allergy/ contraindications from vaccinations give
  + In outbreak:
    - Number of people we tell to self isolate
    - Number referred to other organization (hospitals) to get tested
    - Number that get treated
    - Number that are re-infected within the year
    - Outcome of patient treatment:
      * Time range of recovery? (1 week, 2 weeks, 3 weeks etc)
      * Patient satisfaction? (i.e. very happy, happy, unhappy, very unhappy)
      * Transference to another facility? (i.e. did the Doctor call 911, did the patient walk get themself to the hospital)

**Stakeholders:**

Internal : Immediate/Major Stakeholders:

* Health Admin/clerk and Nurses who capture this data on patient entry of the clinic.
* Doctors will most likely annotate a patient's file itself in cases with treatment. But we do need to come up with a number/measure/indicator on the form. I.e. Do we attach each form to the patient file?

External : Sub stakeholders:

* Public Patients- they most likely won’t be interacting with the forms in PSS. Patients would only see collective results of data i.e. Poster of statistics (“this many people came down with Covid19 last year)

**Other things to Consider/ Future Mitigations (Risk management)?:**

If the server dies/ computer becomes inaccessible/ PSS suit is updating and non functional and there’s people in front of the clerk:

* Paper version of each form:
  + Vaccination tally & form
  + # self isolated/ referred / treated
  + Care details for treated patients

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**Successes of this week:**

* We’re all now connected through Whatsapp
* Have reached clarity of our Business case, and Stakeholder management for our project Scenario.
* We’ve all managed to all connect to each other despite the confusion and upheaval of changing school policies for Corona-virus this week !

**Challenges of this week:**

* Because of the Coronavirus, we’re transitioning to purely digital communications. We rushed into a group meeting after class and missed Precious for our first meeting. Because we did not account for conflicting schedules for Tuesday March 17th, 2020. But we now have a general idea for what to do next week!

**Closing Consensus/ meeting thoughts:**

* We’ll have check in for availability for Zoom meeting each week on Mondays through whatsapp
* Details of the meeting will be noted and updated on this google file or another in the same G-drive folder. We’ll notify the person who’s missed the meeting through whatsapp about it.
* Task Delegation of filling each template is currently shared by all- since as a team we have to reach consensus before we start filling in the templates.
* Check in with Sara will also be updated to the folder for group verification before team member submits

**To Do for Next week:**

* Review minutes/notes
* Finish filling out templates:
  + Team Charter/Team Roster
  + Business Case
  + Stakeholder Identification
* Optional Templates to start filling out:
  + Scope Management Plan
  + Risk Management Plan
  + Communications Plan

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**MARCH 24th ZOOM meeting:**

AGENDA possibilities:

-Final Project Management Plan Due April 14th or 21st?

-Things to discuss: presentation??? Due 14th or Due April 21st?? Sara is Flexible- we as a group have to decide- whatever works best for us

**Agreed upon details:**

- we’re going to hand in our papers on the 14th, present on 21st

- will meet during week before to go over our parts

- presentation on powerpoint and through zoom

* Divided work for team charter

**For this week:**

* + Scope Management Plan
  + Risk Management Plan
  + Communications Plan
  + Get feedback on APA

**Successes for this week?**

* Come to consensus on task delegation
* As well talked some deadlines for presenting and deliverables
* Strategies as well for how we will present

**Challenges:**

* Finding a time to meet and discuss our project, our schedules are now all busier because of all of the online- meetings.
* Separate work from downtime is difficult, and workspaces are difficult to maintain cause everyone is in isolation- reduces productivity- Increases stir crazy. Normal things have suddenly become stressful. As a whole, our general stress levels have started to increase, this impedes our project progress.

**Timeline Agreements:**

-between now and Sept 1st- to have form working, training done, and all stakeholders meetings and consultations completed

-Go live is in September

-Form use in imaginary clinic is from Sept 2020-Mar 2021

-AKA: 5 months for the Project Implementation

**Next meeting:** 2 o clock on Tuesday 31st

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**MEETING March 31st ZOOM**

**Things we got started/worked on this week:**

Communications Plan

Scope Management Plan

Risk Management Plan

Work breakdown structure

**Things Discussed on:**

Issues log & Milestones list

Gnatt chart

**Answer from Sara**:

* APA for all our templates: blank ones without source on them is from the textbook
* Other Project plan document has citation in the footer: we’re using it for our Scope & Risk Management Plan
* Page limit 25 pages ish- including references and weekly status pages, title pages e.t.c
* Milestones list, Issues log isn’t going to be uploaded by Sara. We will use our own.
* For the final submission: everything is in one document, weekly reports after APA. Everything is formated consistently (i.e. same font- size- margins & page numbers)

**Successes of this Week?:**

* We did meet on timeish for right before class
* We also got in touch with Sara about answering any further questions

**Challenges?:**

* Meeting ran a little over and we missed the first 2 minutes of Sara’s presentation

**Next week Meet time:**

Tuesday, April 7th at 12:00pm

**Things to think about:** possible different ways to present. If we’re changing- email it to her.

Options:- powerpoint recording

-Inserting audio

- zoom share and record + submit mp4

**Stuff to DONE for Next week (Alice):**

Business Case 25% done, Communication Plan 60% done

**Current In Progress:**

Scope Management Plan: 20% done

Risk Management Plan:

**Stuff to Work on for Next week:**

Gnatt chart

Milestones List

Issues Log

**Goal for next week:**

50% of deliverables completed

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**Meeting April 7th :**

Stuff we talked this week:

Gnatt chart

Milestones list

Issues log

**Current Deliverable progress:**

Business case 80% done, Communications

Milestones list: 50%

Issues Log: 70%

Gantt Chart: 40%

**Successes for this week:**

* We’ve completed more than 50% of the deliverables.
* We managed to clarify with Sara : i.e. Gnatt chart (Milestones list & Issues log)
* we all met this week- no delaying the meeting
* We’ve agreed to make the presentation, record it, and send it to her instead of having to present on 21st
* April 21s will become and Q & A

**Challenges:**

* Difficulty working with Project Microsoft
* Difficulty collaborating through Microsoft suit

**For next week:**

Finish WBS

Finish Lessons Learned Report

Complete all deliverables

Format everything to uniformity

**Sunday:**

Meeting/ Group work time

Precious: 2:00 pm April 12th

**Monday:** Compile Documents

**Deadline for Deliverable:**

April 14, 2020 @ 6:00 pm

**Plan for Presentation:**

Record Presentation by Apr 19 or 20th

Upload by 20th

And Q & A on Apr 21st

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**April 12th 2020**

* 95% project is done
* Compiling everything next two days
* Presentation File: Sadia, Mia, Precious

**For the next meeting**

* 1:00 clock on Tuesday meeting
* Go over final submission really quickly
* Presentations break down etc.

**Monday Evening**

All Apa referencing