**Statement of Work**

**Introduction/Project Definition**

Get Well Health System has requested assistance from G Six Consulting to assist in implementing a new database system for their hospital. They currently have employee, hospital, and patient data splintered throughout the health system. Get Well Health System currently has five acute care hospitals, five divisions for home health/hospice agencies, 100 medical practices with varying specialties, and ten long term care facilities. The goal is to implement one database that will hold the data for employees, facilities, and patients.

**Scope of Work**

This is a massive project, therefore it will need to be addressed in phases. The first phase is to create a database that will be used for the five acute care facilities. The database will contain data for employees, providers, hospitals, medications, prescription, and separate visits. It will include the development of structure of the ERD, creation of specific tables, and proof of usability and reliability.

We will not be addressing any hardware issues, or making any changes. Our team will also not be responsible for training all personnel; we will train a set number of individuals, by reviewing the database, and they will be the Get Well Health System’s point of contact. We will also not be uploading large sets of data from all antiquated database systems, Get Well Health System will need to designate scribes to input previous data from the various databases to ensure the database is up to date and ready to run upon implementation.

**Constraints and Assumptions**

There are some constraints when working with a patient’s private identifying information. There are HIPPA guidelines we must follow. We must also follow labor guidelines when handling employee’s information as well. What will be needed in the database will need to be restraints on who is able to access what pieces of data; for example, medications will not need to be seen by all database users, only those providing direct care to the patient. An employee’s salary should not be shown to all users, only employees in compensation.

The assumptions being made is that all facilities will utilize this new database, it is not optional. All facilities will also have super users of the new database system. Facilities will also go live at one time, this will not be staggered implementation. The last assumption made is that all historical data from antiquated database systems are valid and reliable. There will be no changes made when transferring data, and if changes need to be made to instances, it will be noted and updated at a later date.

**Period of Performance**

This first phase is expected to be completed within nine weeks. We, as the consulting company, will present a draft entity relationship diagram, then upon completion demonstrate the performance of the database. The project is expected to begin September 18, 2017 and will conclude

**Work Requirements**

**Kickoff:**

The kickoff for this project will take place the week of September 18, 2017. This will include a brainstorming phase of the team members and decision makers from Get Well Health System. Through the kickoff phase, we will be working to put together the design phase.

**Design Phase:**

The design phase includes the creation of the entity relationship diagram, along with the relationship schema. During this phase, we will be identifying the necessary attributes needed for each table. Legally, as a health system there is data that has to be recorded, and some pieces of data that is supportive of the regulated data.

With regard to this database, it will operate with synchronous control, which means when there are updates or transactions made against the database, the entire database will update with that new data. Data will be kept locally at the five acute care hospital, along with an additional copy in the information systems building.

**Build Phase:**

The build phase consists of the G Six Consulting firm creating the DDL for the skeleton of the database. Tables, constraints, and other pertinent table details will be created. The table will be normalized, and tested to ensure it meets the basic requirements. Servers within each facility, including IS will need to be partitioned to hold this new set of data. The data from the previous database systems will need to be archived for historical purposes.

**Implementation Phase:**

Once the database is built, we will begin the implementation phase. This phase will include the creation of instances within the table. Scribers will need to meet in massive numbers to transfer data from one database to the other. The legacy database systems do not have a file type that is compatible to the new database, therefore it will need to be individually typed or scanned into the system.

Within this phase, users will be selected to work in the system. They will ensure it meets the needs of the health system. If there are changes that need to be made, it will be completed during this stage.

**Training Phase:**

The super users will be trained by G Six Consulting Firm on how to use the database. The super users will train team members throughout the health system. During the initial phases of implementation, our team will remain on site to ensure the database is working without failures.

**Project Handoff/Closure**

This project will be handed off to Get Well Health System on December 3, 2017. Once completed, the database will have various sets of data available; employee information, hospital information, patient information, previous visit data, and data referencing medications/prescriptions. With this being the conclusion of the first phase, the acute care hospitals will continue to have the team on site for support, as other phases of the project is being implemented.

As this project is being closed, the database will be assessed to determine if there are other attributes that need to be added to the database. There will be time, at least 30 days, before the next phase to create updates to the newly created database.

References:

Brujhito. (2016). Docuri. Project assumptions and risks.pdf. Retrieved from <https://docuri.com/download/project-assumptions-and-riskspdf_59ae4825f581710a62011cd1_pdf>