**Data Immersion: Preparing & Analyzing Data**

**1.3: Designing a Data Research Project**

**Cody Boyd**

1. **Project Management Plan: Preparing for Influenza Season Staffing**

Stakeholder Communication

*Meetings (Via Zoom)*

1. Prior to beginning the project, an initial meeting with all stakeholders will be held to discuss the general business requirements of the project, to ask clarifying, funneling, adjoining, and elevating questions, as well as feeling out for any privacy or ethical concerns.
2. A second meeting will be planned at nearly 25% of the project’s completion in order to address the scope and progress of the project and any questions that may have come up.
3. A third meeting will be planned at nearly 50% of the project’s completion in order to address the progress of the project and any questions that may have come up.
4. A fourth meeting will be planned at nearly 75% of the project’s completion in order to address the current scope and progress of the project and any questions that may have come up.
5. Upon 100% project completion, A final meeting will be held to present the final project deliverable(s) and discuss the final conclusions further with stakeholders.

*Calls*

1. Calls will be held with direct reports each Monday to discuss goals for the week, as well as each Friday to discuss what was accomplished throughout the week, any setbacks that came about, as well as the overall status of the project.

*Written Communication (Email)*

1. Before each meeting and call, an agenda addressing the topics to be discussed will be sent out to all stakeholders.
2. After each meeting and call, a summarization of all key points will be sent out to all stakeholders.

*Contingency Plan*

1. Upon any emergencies or setbacks during the project, an email will be sent out to the direct report and all stakeholders informing them of the issue. Within three business days, a follow up call may be necessary.

Schedule and Milestones

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| **Task** | **Due Date** |
| Prepare questions for stakeholders | August 6, 2021 |
| Gather and analyze information and prepare a hypothesis | August 13, 2021 |
| Source all necessary data needed for the project | August 20, 2021 |
| Clean and prepare the data | September 3, 2021 |
| Complete data exploratory analysis, statistical analyses, and hypothesis testing | September 17, 2021 |
| Present findings to direct report for feedback and revisions | September 24, 2021 |
| Prepare final presentation(s) | September 30, 2021 |
| Present final deliverable(s) to stakeholders (prior to flu season) | October 1, 2021 |

Project Deliverables

1. An interim report on the findings of the analysis
2. A final presentation of the results using a Tableau dashboard and video presentation.

Audience Definition

1. Medical agency frontline staff (nurses, physician assistants, and doctors)
2. Hospitals and clinics using the staffing agency’s services
3. Influenza patients
4. Staffing agency administrators
5. Direct reports
6. **Form a Hypothesis**
   * If there is a high amount “vulnerable population” present, then the influence death rate will increase.
7. **Create a Data Wishlist**
   * Population data for each state showing age (<5, >65), sex, expected pregnancies, and preexisting medical conditions in order to properly categorize the vulnerable population.
   * Influenza death rates (or hospital visits) for each state, specifically paying attention to the flu season months in comparison to the remaining months.
   * Vaccination rates for each state.
   * Staffing data figures for each state.