

### Project name

---

Project manager – Canadian office – 2020-2025

### Fellow(s)

---

Tarek Loubani

### Short description

---

To provide a project manager who will manage the administrative and financial tasks of the team.

### Objective(s)

---

- To enable the teams in Gaza, Tunisia and Canada to focus on their specialties by coordinating administrative tasks on their behalf
- To increase the efficiency of the team by ensuring barriers are identified and addressed early.
- To ensure the team's deadlines are met
- To ensure regular team meetings.
- To ensure continuity of the team in the event Tarek is incapacitated.

### Link to scope of fellowship(s)

---

The fellowship scope is to both create medical devices and to create the conditions for open source medical devices to thrive. This work requires effective administrative management. A project manager is a necessary part of this work for two main reasons:

1. Members of the team can work on the things they excel at, be they engineering tasks, clinical tasks or medical tasks. Administrative skills would no longer be demanded of each individual on the team, but would be coordinated and consolidated in the project manager.



2. With these administrative tasks consolidated, there is one person on the team who can have a “bird's eye view” of the tasks of the overall project, which will allow for easier identification of roadblocks overall and allow the various experts to target those roadblocks.

## **Context**

---

Carrie Wakem has been the full-time project manager for the past year with Glia, and has done a remarkable job balancing the team’s administrative and accounting needs.

This proposal will continue funding for Carrie as a full-time project manager for the coming year.

## **Intended beneficiaries**

---

- Direct: Glia team
- Indirect: Patients, medical professionals and allied staff from low- and middle-income countries

## **Strategic partners**

---

- Remote office
- Ministry of Health in developing country
- Remote institutional partners (Work Without Borders, UCST)

## **Boundary players**

---

Boundary players related to the project manager position break down into three main categories:

- Financial
  - Banks in which Glia has accounts
  - Banks and other financial institutions that have a relationship with Glia
  - Canadian tax authorities
- Academic
  - Western University's Emergency medicine research program



- Lawson Health Research Institute (Western University's research administrators)
- Geopolitical
  - Canada – intelligence agencies
  - Israel – intelligence agencies

## Methodology and activities

---

The project manager will work from his / her home with no fixed schedule. The requirement for this position will be “full professional attention”. Carrie will provide higher-level program administrative functions with the general objective of enhancing and improving the already-existing work of the team and lubricating the actions and movements of team members within the projects.

The project manager's responsibilities include:

- Managing the team's financial reports and expenses
- Connecting with all members of the team as needed (approximately 1/week, min 1/month) to assess progress and needs
- Organizing weekly team meetings
- Maintain the project board (e.g., kanban board) and calendar
- Coordinate quarterly project reports
- Co-manage the financial accounting with Tarek
- Ensure that taxes, legal and financial forms are done and submitted on time



## Outputs and deliverables

---

- Annual tax filings (in collaboration with accountant)
- Annual Science Research and Experimental Development (SRED) filing with Canadian Revenue Agency (CRA) to facilitate tax incentive for salary paid to Tarek Loubani
- Twice-yearly report on activities and successes
- Rapid minutes for each meeting
- Production of kanban-style task board (e.g., with kanboard) of team's tasks

## Time frame

---

One year, renewable. Start date is effective 2020 July 1.

## Resources and budget

---

Annual salary: \$50,000 CDN

Employee expenses + benefits: \$5,000 CDN

Fiscal Year	Shuttleworth Contribution	Glia Canada contribution
2020	\$55,000.00	\$0.00
2021	\$44,000.00	\$11,000.00
2022	\$33,000.00	\$22,000.00
2023	\$22,000.00	\$33,000.00
2024	\$11,000.00	\$44,000.00
<b>Total</b>	<b>\$165,000.00</b>	<b>\$110,000.00</b>

## Measures of success

---

### What changes in behaviour do you expect to see?

1. The group will be able to work more cohesively and efficiently



2. The PM will be able to more quickly identify blocking issues and barriers to progress in the overall projects
3. Better maintained administrative life
4. That Glia's financial and tax reporting is up-to-date at all times with minimal effort on the part of the non-administrative arms of the project

### **What changes in behaviour would you like to see?**

- That we are able to complete the tourniquet project smoothly
- That we are able to start, progress through and complete the electrocardiogram project within the next 12 months

### **What changes in behaviour would you love to see?**

- That Carrie writes and wins a \$20,000 grant
- That we are able to gain complete financial independence for the project by 2022

## **Communication strategy**

---

Intra-group communication will be done using Mattermost, Kanboard, email, videoconference and in-person meetings.

## **Sustainability strategy**

---

The planned sustainability strategy is to gain institutional and foundational grants and funding for the project over the next several years.

## **Risks**

---

The main risks involved here are those associated with Carrie's increasing skill and capabilities. Over the past year, she has already been approached to work for much higher wages in the emergency department. I expect these offers will continue over the next few years.