**Generic SAFR Project Plan**

**For Implementing Another ED on Epic**

|  |  |
| --- | --- |
| Task Name | Duration |
| **Project Management** | **1 day** |
| Kickoff Meeting | 1 day |
| Status Meetings - weekly |  |
| **Technical Configuration** |  |
| **ePCR to HIE** | **1 day** |
| Update ED table - HIE TEST & PROD |  |
| Update ED table - by ePCR - TEST | 1 day |
| Update ED table by ePCR - PROD |  |
| **HIE-ED connectivity** | **0 days?** |
| **Set up ports: TEST & PROD** |  |
| TEST | 1 day |
| PROD | 1 day |
| **Set up certs: TEST & PROD** | **1 day?** |
| TEST |  |
| PROD |  |
| **Interfaces: develop & tech test HIE-ED** | **47 days?** |
| Pre-admit |  |
| Vitals |  |
| Narrative |  |
| EKGs |  |
| Final PCR |  |
| Demog & Billing |  |
| **eOutcomes (9-10)** | **15 days?** |
| Map fields by ED interface developer |  |
| Tell HIE where to find the fields |  |
| **Modifications to Epic UI** | **15 days?** |
| Flowsheets – Vital Signs | 1 day? |
| Other | 1 day? |
| **End-user Testing** | **15 days?** |
| SEARCH - HIE & ePCR | 1 day |
| **ALERT** | **3 days?** |
| **Connectivity** | **3 days?** |
| Pre-admit |  |
| Vitals |  |
| Narrative |  |
| EKGs |  |
| **UI in Epic** | **3 days?** |
| Patient in "Expected Patients" |  |
| EKG in "Cardiology" tab |  |
| Narrative in "Notes" tab |  |
| **FILE** | **2 days?** |
| Connectivity |  |
| UI in Epic: "Review Visit" |  |
| **RECONCILE** | **3 days?** |
| Pre-admit to Admit (Epic function) |  |
| **Connectivity** | **3 days?** |
| Demographics: updates & merges |  |
| Billing |  |
| eOutcomes (8-10) |  |
| **UI in ePCR ePCR** | 3 days |
| **ED Training** | **6 days** |
| Evaluate changes to current workflow | 1 day |
| Create training materials | 16 days |
| Train end-users | 7 days |
| **Go-Live** | **8 days?** |
| Decision to Go-Live | 0.5 days |
| Contingency Plan | 0.5 days |
| **Communication to end-users** | **7 days?** |
| ED staff |  |
| Paramedics |  |
| **Activate functionality** | **1 day?** |
| Move "code" |  |
| **Monitor all transactions** | **1 day?** |
| Data flowing |  |
| Correct patient IDs |  |
| Data in right place in the UI |  |
| **Post Live** | **14 days?** |
| Monitor interfaces |  |
| Check-in with end-users |  |
| Report Out to the larger Project Team |  |