**PROJECT PRJ-001**

# TELEHEALTH

# version 1.0

**Document Revision**

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| --- | --- | --- | --- |
| Rev | Date | Name | Note |
| 1.0 | 13/09/2015 | Khuong Phan | Project Planning of the Telehealth version 1.0 |
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**Document Approval**

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## Project Description

Telehealth is a healthcare service product of Redimed Clinic including multiple mobile applications (Android and iOS) and web applications in order to provide quality remote communication between Patient and Redimed Clinic Health service provider.

Remote communication includes **direct teleconference** via WebRTC and **secured image transfering** between Clinic Specialist Doctor and Patient (with the help and preparation from Clinic Assistant and General Practitoner)

In the preparation of the Telehealth appointment between Redimed Specialist and Patient, nessesary data including patient medical information and images are collected from General Practitioner by Clinic Assistant by using appoitment web application

## Goals and Scope

### Project Goals

* Redimed Telehealth Mobile Application (iOS, Android) – Patient
  + Register Patient to Redimed Clinic Telehealth System
  + Receive video conference call from Redimed Clinic
  + Access to Secured Image Transfering service to provide necessary images as requested from Clinic Specialist (\*)
* Redimed Telehealth Moblie Application (iOS, Android) – Clinic
  + List upcomming Telehealth Appoinments with Patient Details
  + Send request and connect to Patient via Telehealth Mobile Application
  + Connect to Secured Image Transfering service to access Patient’s images(\*)
* Redimed Telehealth Appointment System - Clinic
  + Telehealth Appoinment Management
  + Connect to Secured Image Transfering service to access Patient’s images(\*)

### Project Scope

* Secured Image Transfering service will be provided by 3rd party provider
* Telehealth Appoinment Management is a simple management tool to list the appoinments without calendar management or contraint verification. These features will be operated by the current Redimed Genie system.
* (\*) The level of integration of Secured Image Transfering service into Telehealth system depends on the system support of 3rd party provider.

## Schedule and Budget

### Work Breakdown Structure

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| --- | --- | --- |
| Redimed Telehealth System | 1.1 Initiation | 1.1.1 Evaluation & Recommendations 1.1.2 Develop Project Plan 1.1.3 Deliverable: Submit Project Plan 1.1.4 Project Sponsor Reviews Project Plan 1.1.5 Project Charter Signed/Approved |
| 1.2 Planning | 1.2.1 Create Preliminary Scope Statement 1.2.2 Determine Project Team 1.2.3 Project Team Kickoff Meeting 1.2.4 Develop Project Plan 1.2.5 Submit Project Plan 1.2.6 Milestone: Project Plan Approval |
| 1.3 Execution | 1.3.1 Project Kickoff Meeting 1.3.2 Verify & Validate User Requirements 1.3.3 Design System 1.3.4 Procure Hardware/Software 1.3.5 Install Development System 1.3.6 Testing Phase 1.3.7 Install Live System 1.3.8 User Training 1.3.9 Go Live |
| 1.4 Control | 1.4.1 Project Management 1.4.2 Project Status Meetings 1.4.3 Risk Management 1.4.4 Update Project Management Plan |
| 1.5 Closeout | 1.5.1 Audit Procurement 1.5.2 Document Lessons Learned 1.5.3 Update Files/Records 1.5.4 Gain Formal Acceptance 1.5.5 Archive Files/Documents |

### Schedule and Milestones

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| --- | --- | --- | --- |
| Milestone | Description | Criteria | Planned Date |
| Project Planning | Project plan with milestone | Project Planning | 15/09/2015 |
| GUI | Provide Graphic User Interface of Telehealth Mobile Application (Patient- Clinic) to Project Sponsor and End-User to collect feedbacks and adjustment requests | Project Execution | 29/09/2015 |
| Beta version | Beta version of Telehealth system in order to real business scenario testing and bugs reporting | Project Execution | 14-16/10/2015 |
| Release version | Release version of Telehealth System with system deployment | Project Finalisation | 30/10/2015 |

### Development Environment

### Development Process

### Budget

## Roles and Responsibilties

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| --- | --- | --- | --- |
| Roles | Responsibilities | Name | Availability |
| Project Sponsor | - Provide business requirements in detail  - Working closely with Business Analysis (BA) and Project Manager in order to clear requirements before passing to Project Team  - Review all deliverable results from Project Team | Mr. Hanh | whole project |
| Project Manager | - Working closely with Project Sponsor and BA in order to identify and form a presise system requirements list  - Planning and monitoring the implementation of the project.  - Report project status and progress to Project Sponsor  - Managing project deliverables in line with the project plan  - Deliver project results to Project Sponsor in time with expected quality | Mr. Khuong | whole project |
| Business Analysis (BA) | - Working closely with Project Sponsor and Project Manager to collect business requirements and provide consultation  - Working with Project Manager in order to deliver the project in time with exptected quality | Mr. Phuong | whole project |
| Finance Manager | - Working closely with Project Sponsor and Project Manager to build the budget limitation  - Finance nessasary equipments as requested from Project Sponsor and Project Manager  - Report finance status to Project Sponsor | Mr. Sinh | whole project |
| Project team members | Working directly on the project to delivery product in time with expected quality  Project team members are divded in different teams: Moblie Android, Mobile iOS, Core Server Side, Client Side, GUI, System Administrator (SA), Database Administrator (DBA), Contractor Member (CM), Technical Consultants (TC) | Meditek Project Team | Work on some stages or whole project |

## Risk Management

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| Risk | Risk solving process | Participants |
| Lack of resources (temporary) | Project Manager is responsible to access labor market and external connections and provide a contractor hiring plan  Finance Manager is responsible for hiring plan evaluation and adjustment, then report to Project Sponsor  After approval, hiring process will take place | Mr. Khuong  Mr. Sinh  Mr. Phuong  Mr. Hanh (\*if necessary) |
| Lack of resources (permanent) | Project Manager is responsible to access labor market and external connections and provide recruitment plan  Finance Manager is responsible for hiring plan evaluation and adjustment, then report to Project Sponsor  After approval, recruitment process will take place | Mr. Khuong  Mr. Sinh  Mr. Phuong  Mr. Hanh (\*if necessary) |
| Project Overdue | Whenever PM detect any problems that may affect the progression of the project, he need to report urgently to Project Sponsor and provide the appropriate solutions  After approval, the solution have to be executed urgently | Mr. Hanh  Mr. Khuong  Mr. Phuong  Mr. Sinh |

## Sub-contract Management

## Communication Management

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| --- | --- | --- | --- | --- |
| Type | Method | Frequency / Schedule | Information | Participants / Responsibles |
| Business Requirement | Face to face  Teleconference | Begin of the project and on event | Business requirements | Mr. Hanh  Mr. Phuong  Mr. Khuong |
| Milestone Meeting | Teleconference | Before  completing a  milestone to start on next stage | Project progress | Mr. Khuong  Mr. Phuong |
| Deliverables Meeting | Teleconference | Completing a deliverable product |  | Mr. Hanh  Mr. Phuong  Mr. Khuong |
| Project Finalisation Meeting | Teleconference | Finishing a project and planing for the next one | Project Finalisation | Mr. Hanh  Mr. Phuong  Mr. Khuong |
| [Internal]  Project Meeting | Face to face  (meeting room) | Weekly and on event | Project status, problems, risks, changed requirements | Mr. Khuong  Project team |
| [Internal]  Team meeting | Face to face  (meeting room) | Allocation, Review and on event | task status, problem, risks, changed requirements | Mr. Khuong  One team or multiple teams |