

Project Management Plan

Stakeholder Communications:

- Meetings:
 - At the initial start of the project, a meeting is held with the stakeholders listed – medical agency frontline staff, hospitals and clinics, and staffing agency administrators. Discussion of the project overview, clarifying, funneling, adjoining, elevating and ethical questions are addressed and communicated. Influenza patients are determined after conversation with the frontline stakeholders. Initial determination of staffing is decided and documentation of progression or success or failure is begun.
 - About 25%-50% of the initial flu season interventions are discussed and progress assessed.
 - At about 75% completion of flu season goals of success are discussed and determining factors of proper staff is assessed.
- Calls:
 - Calls are scheduled at weekly intervals to answer new questions or address new and underlying issues that arise.
- Written Communication:
 - Written communication is sent out via email to get updates about 4-8 weeks after flu season has begun.
- Emergency/Contingency Plan:
 - Any emergency issues are sent via email. If there are underlying issues that cause greater problems with the success of the goals calls will be scheduled.

Scheduled and Milestones:

- Week 1: Determine when flu season starts, and which states have the highest impact of hospitalized patients
- Week 2: Begin collecting data on individuals getting flu shots before and during flu season
- Week 4: Create a plan to provide proper staffing to hospitals/clinics in greater need.
- Week 6: Hold a meeting with stakeholders discussing treatment success or prevention of high populations being hospitalized for the flu
- Week 8: Analyze data involving flu vaccines, number of individuals hospitalized or not based on flu vaccine history, time patients spend in the hospital for treatment before discharge.
- Week 10: Address staffing vs patient ratio
- Week 12: Improve staffing plans if necessary and implement new staffing strategy
- 1 -2 Weeks Prior to Flu Season End: Analyze staffing plan success or failure
- End of Flu Season: Present findings to stakeholders.

Data Immersion

Exercise 1.3

Jordan Novelli

Project Deliverables:

- A detailed written report will be available for review via email to all stakeholders. Verbal presentation with dynamic reports involving PowerPoint and Tableau will be available via Meeting or Call for stakeholders involved.

Audience Definition:

- Medical Staff/Hospitals/Staffing Agencies:
 - Medical staff tend to have a better understanding of statistics and numbers from studies and scholarly documents. There will be some mild explanations of the data analytics side of information to help them understand charts and items expressed in Tableau.
- Influenza Patients:
 - As civilians caught in the path of the flu, items will be explained thoroughly, and otherwise complex items will be broken down. Items will be discussed such as success in avoiding the flu or lessening its effects when the flu shot is taken prior to flu season and during flu season. The benefits for children, elderly and the immunocompromised to get their flu shot.

Context Section:

- [Background reading about hospital planning for influenza](#)
- [Background reading about influenza](#)

Clarifying Questions:

1. When does flu season start?
 - a. There's no real start to flu season, you can get the flu at any time of year. However, weeks 1 and 2 have the least amount of flu cases. Cases begin rising starting week 3 – 39. The highest flu cases begin week 40 – 52. (CDC Influenza Visits Data Set)
2. How long does flu season last?
 - a. Flu season is all year long with the highest flu cases are the last 13 weeks of the year. (CDC Influenza Visits Data Set)
3. What are the peak months that the flu is at its worst?
 - a. Peak flu season is September – December. (CDC Influenza Visits Data Set)
4. What state(s) have been affected most by flu season in the past?
 - a. California, New York, and Pennsylvania seem to have been affected by flu season in the past. They've had the most deaths recorded.

Data Immersion

Exercise 1.3

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Funneling Questions:

1. Does the flu start around the same time each year?
 - a. No current evidence provided in Excel Spreadsheets.
2. What weather conditions or changes seem to promote flu season?
 - a. No current evidence provided in Excel Spreadsheets.
3. Are there certain town events that spike the infection rate? (events such as town firework events, sporting events, parades, traditional summer cookouts)
 - a. No current evidence provided in Excel Spreadsheets.
4. How much longer are children, elderly and immunocompromised individuals sick with the flu than healthy individuals?
 - a. No current evidence provided in Excel Spreadsheets. However general standards show that incubation period is about 2 days but ranges from 1-4 days. Infection lasts about 1 week and coughs from influenza can last 2 weeks or more.
(Background reading about Influenza)

Hypotheses:

1. If people 85 years + are dying from Influenza, then flu vaccines should be provided more readily for them prior to their most potent flu season (based on state).
2. If there is one type of influenza that infects people most often, then more vaccines related to that virus should be provided.
3. If hospitals/clinics are staffed appropriately in states that are hit the hardest by the flu, then more patients will be treated sooner and recover quicker.

Data Wishlist:

1. If people 85 years + are dying from Influenza, then flu vaccines should be provided more readily for them prior to their most potent flu season (based on state).
 - a. WISHLIST: How soon are the vaccines available in high-risk states?
 - b. WISHLIST: Elderly individuals that get the flu vaccines vs not getting the vaccine.
 - c. WISHLIST: How many elderly that get the flu vaccine suffer mild flu symptoms?
 - d. WISHLIST: How many elderly that get the flu vaccine still catch a moderate-severe case of the flu?