## **Project Status Report**

**Project Name:** Rooming Workflow Optimization  
**Project Lead:** Nathan Rudamas  
**Report Date:** August 18, 2023  
**Reporting Period:** August 11 – August 18, 2023  
**Phase:** Execution – Training Manual & Pilot Implementation

### **1. Overall Status:**

🟡 **At Risk** (slightly delayed)  
Project is progressing with minor delays due to provider feedback turnaround and limited staff coverage.

### **2. Key Highlights**

* Time-motion study completed with baseline data collected
* Standardized rooming process drafted and reviewed by MAs
* Initial version of the training manual completed
* Pilot implementation began with four MAs (Tatiana, Kim, Scott, Liz)

### **3. Tasks Completed This Period**

* Finalized workflow design
* Delivered training sessions to pilot MAs
* Collected verbal feedback from MAs and providers on draft process
* Began early measurements on new rooming times

### **4. Tasks Planned Next Period**

* Collect full post-implementation data from pilot group
* Refine training manual based on pilot results
* Prepare for clinic-wide rollout
* Submit process to manager and providers for sign-off

**5. Issues/Risk:**

| Issue/Risk | Impact | Action Takem | Column 1 |
| --- | --- | --- | --- |
| Provider feedback delays | Delayed training manual finalization | Sent follow-ups and scheduled 1:1 meetings |  |
| Staff coverage shortfalls | Slower pilot implementation | Adjusted pilot scope and timeline flexibility |  |
| Workflow adoption resistance | Minor hesitation from senior MA staff | Reiterated purpose in huddles, encouraged input |  |

### **6. Next Check-In**

**Date:** August 25, 2023  
**Expected Focus:** Final feedback, metrics analysis, and pre-rollout readiness