### **Work Breakdown Structure (WBS)**

**Project:** Rooming Workflow Optimization  
**Level 1 = Project Phase  
Level 2 = Major Tasks  
Level 3 = Subtasks**

#### **1. Initiation**

1.1 Define Project Objectives  
 1.1.1 Identify rooming inefficiencies  
 1.1.2 Establish goals with stakeholders  
1.2 Identify Stakeholders  
 1.2.1 List all MAs, providers, and leadership  
 1.2.2 Assess influence and communication needs  
1.3 Create Project Charter  
 1.3.1 Draft purpose, scope, and goals  
 1.3.2 Review and obtain approval

#### **2. Planning**

2.1 Scope Definition  
 2.1.1 Draft scope statement  
 2.1.2 Define in-scope and out-of-scope activities  
2.2 Schedule and Milestones  
 2.2.1 Create project timeline  
 2.2.2 Define pilot and rollout stages  
2.3 Risk Planning  
 2.3.1 Identify potential risks (e.g., resistance to change)  
 2.3.2 Define mitigation strategies  
2.4 Communication Plan  
 2.4.1 Schedule meetings with MAs and providers  
 2.4.2 Determine status update frequency

#### **3. Execution**

3.1 Current Workflow Analysis  
 3.1.1 Conduct time-motion studies  
 3.1.2 Collect MA and provider feedback  
3.2 Develop Standardized Workflow  
 3.2.1 Draft rooming process steps  
 3.2.2 Review with clinical leads  
3.3 Create Training Manual  
 3.3.1 Document updated workflow  
 3.3.2 Design quick-reference materials  
3.4 Pilot Implementation  
 3.4.1 Train pilot MAs (Tatiana, Kim, Scott, Liz)  
 3.4.2 Implement changes with pilot team  
 3.4.3 Gather feedback

#### **4. Monitoring & Control**

4.1 Track Metrics  
 4.1.1 Measure rooming times (pre/post)  
 4.1.2 Collect satisfaction surveys  
4.2 Manage Issues & Changes  
 4.2.1 Log and address issues from pilot  
 4.2.2 Revise workflow based on input

#### **5. Closing**

5.1 Final Implementation  
 5.1.1 Roll out to all staff  
 5.1.2 Confirm consistency of workflow  
5.2 Stakeholder Sign-Off  
 5.2.1 Obtain approvals from manager and providers  
5.3 Lessons Learned  
 5.3.1 Document project outcomes  
 5.3.2 Archive materials and close project