8/29/2024

**Group Members:**

* Thobejane Dineo: ST10359029
* Muthambi Pfano: ST10205389
* Botabotsa Matsatsi: ST10067190
* Marakalala Lesiba Harvey: ST10219958

**A. General Information**

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| ***Project Title:*** | ***CENTRAL KAROO COMMUNITY NETWORK FOR HOSPITALS*** | | |
| ***Brief Project Description:*** | This project aims to establish a community network connecting three hospitals in the Central Karoo region to enhance communication, resource sharing, and patient care. The network will support telemedicine, share electronic health records, and streamline administration processes across the hospitals. | | |
| ***Prepared By:*** | Thobejane Dineo | | |
| ***Date:*** | 06/08/2024 | ***Version:*** | 1.0 |
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| **B. Project Objective:** | | | |

Explain the specific objectives of the project. For example: What value does this project add to the organization? How does this project align with the strategic priorities of the organization? What results are expected? What are the deliverables? What benefits will be realized? What problems will be resolved?

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| **- Specific Objectives:**  - To establish a secure and reliable communication network between the three hospitals in the Central Karoo region.  - To improve patient care through the integration of telemedicine services and shared electronic health records (EHRs).  - To reduce operational costs by streamlining administrative processes across the hospitals.  - **Alignment with Strategic Priorities:**  - The project aligns with the strategic goal of improving healthcare accessibility in rural areas and optimizing resource utilization across healthcare facilities.  **- Expected Results:**  - Enhanced patient outcomes through better-coordinated care.  - Increased efficiency in hospital operations.  - **Deliverables:**  - A fully operational network infrastructure.  - Integrated telemedicine and EHR systems.  - Training programs for hospital staff.  - **Benefits Realized:**  - Improved access to specialized care through telemedicine.  - Faster and more accurate patient data exchange.  - Reduced administrative costs.  - **Problems Resolved:**  - Lack of communication and coordination between hospitals.  - Difficulty in accessing patient records across different facilities. |

**C. Assumptions**

List and describe the assumptions made in the decision to charter this project. Please note that all assumptions must be validated to ensure that the project stays on schedule and on budget.

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| - The network infrastructure will be compatible with the existing hospital systems.  - Adequate funding and resources will be available throughout the project lifecycle.  - All three hospitals will be willing and able to collaborate on this project. |

# Project Scope

Describe the scope of the project. The project scope establishes the boundaries of the project. It identifies the limits of the project and defines the deliverables.

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| - Design and implementation of a secure network connecting the three hospitals.  - Integration of telemedicine capabilities.  - Implementation of a centralized EHR system accessible by all three hospitals.  - Training for hospital staff on using the new systems. |

List any requirements that are specifically excluded from the scope.

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| - Any future expansions beyond the initial three hospitals.  - Maintenance and support beyond the initial rollout phase. |

**E.**

**Project Milestones**

List the major milestones and deliverables of the project.

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| **Milestones** | **Deliverables** | **Date** |
| Project planning | Completed Project plan | 22/01/24 |
| Network Design | Network Architecture Documents | 02/03/24 |
| System implementation | Installed and Configured systems | 17/05/24 |
| Staff Training | Training Materials and completed sessions | 02/08/24 |
| Project Go-Live | Fully Operational network Sytems | 20/12/24 |
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**F.**

**Impact Statement**

List the impact this project may have on existing systems or units.

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| **Potential Impact** | **Systems / Units Impacted** |
| Temporary Disruptions During System Integration | IT Departments and Clinical Staff |
| Staff Adaptation to New Technology | All Hospital Departments |
| Change in Data Management Process | Administrative and Medical records Units |
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# G. Roles and Responsibilities

Describe the roles and responsibilities of project team members followed by the names and contact information for those filling the roles. The table below gives some generic descriptions. Modify, overwrite, and add to these examples to accurately describe the roles and responsibilities for this project.

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| **Sponsor:** Provides overall direction on the project. Responsibilities include: approve the project charter and plan; secure resources for the project; confirm the project’s goals and objectives; keep abreast of major project activities; make decisions on escalated issues; and assist in the resolution of roadblocks. | |
| **Name** | **Email / Phone** |
| The Mayer | 061 345 7890 |
|  |  |
| **Project Manager:** Leads in the planning and development of the project; manages the project to scope. Responsibilities include: develop the project plan; identify project deliverables; identify risks and develop risk management plan; direct the project resources (team members); scope control and change management; oversee quality assurance of the project management process; maintain all  documentation including the project plan; report and forecast project status; resolve conflicts within the project or between cross-functional teams; ensure that the project’s product meets the business objectives; and communicate project status to stakeholders. | |
| **Name** | **Email / Phone** |
| Thobejane Dineo | 079 567 9090 |
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| **Team Member:** Works toward the deliverables of the project. Responsibilities include: understand the work to be completed; complete research, data gathering, analysis, and documentation as outlined in the project plan; inform the project manager of issues, scope changes, and risk and quality concerns; proactively communicate status; and manage expectations. | |
| **Name** | **Email / Phone** |
| Muthambi Pfano | 071 098 6541 |
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| **Customer:** The person or department requesting the deliverable. Responsibilities include: partner with the sponsor or project manager to create the Project Charter; partner with the project manager to manage the project including the timeline, work plan, testing, resources, training, and documentation of procedures; work with the project team to identify the technical approach to be used and the deliverables to be furnished at the completion of the project; provide a clear definition of the business objective; sign-off on project deliverables; take ownership of the developed process and software. | |
| **Name** | **Email / Phone** |
| Botabota Matsatsi | 072 875 2423 |
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| **Subject Matter Expert:** Provides expertise on a specific subject. Responsibilities include: maintain up-to-date experience and knowledge on the subject matter; and provide advice on what is critical to the performance of a project task and what is nice-to-know. | |
| **Name** | **Email / Phone** |
| Harvey Marakalala | 061 654 7823 |
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# H. Resources

Identify the initial funding, personnel, and other resources committed to this project by the project sponsor.

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| **Resource** | **Constraints** |
|  | Availability of IT specialists. |
|  | Hospital staff time for training |
| Project Budget | R3,500,000 |
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| **I. Project Risks** | |
| Identify the high-level project risks and the strategies to mitigate them. | |

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| Risks | Mitigation |
| Resistance to change among hospital | Provide comprehensive training and support |
| Technical difficulties in network integration | Engage experienced IT professionals for system design |
| Budget overruns | Strict budget monitoring and phased project implementation |
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| **J. Success Management**  Identify metric and target you are trying to achieve as a result of this project .for example, overall savings 50k or reduce processing time by 25 percent  **Metrics**:  - Achieve 95% network uptime within the first year.  - Reduce patient data retrieval time by 50%.  - Increase telemedicine consultations by 30% within the first six months. |  |
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# K. Signatures

The signatures of the people below document approval of the formal Project Charter. The project manager is empowered by this charter to proceed with the project as outlined in the charter.

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| **Customer:** |  |  |
| **Name** | **Signature** | **Date** |
| ***Botabota Matsatsi*** | **M. Botabota** |  |
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| **Project Sponsors:** |  |  |
| **Name** | **Signature** | **Date** |
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|  |  |  |
| **Project Manager:** |  |  |
| **Name** | **Signature** | **Date** |
| ***Thobejane Dineo*** | **D.Thobejane** |  |
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