CURIOUS CREW: PROJECT CHARTER

PROJECT NAME	EXECUTIVE SPONSOR	PROJECT SPONSOR
Addressing the EHR Burnout among Psychologists	Saint Louis University	Saint Louis University

PROJECT MANAGER	ORGANIZATIONAL UNIT
Amena Nousheen, Mohan Kumar Chintakayala	Healthcare IT

ESTIMATED COSTS	EXPECTED SAVINGS	EXPECTED START DATE	EXPECTED COMPLETION
$1,60,000	$15,000 - $40,00 per provider per year	03/01/2025	09/30/2025 (7 months)

PROJECT OVERVIEW

PROBLEM OR ISSUE	1. Excessive Documentation Length – Psychologists spend too much time on documentation, reducing patient interaction. 2. Low Number of Appointments per Day – Inefficient scheduling results in fewer patient visits. 3. Low Percentage of Working Days with Appointments – Many providers have inconsistent patient schedules. 4. Delayed Visit Closures – Some psychologists delay closing visits, affecting timely follow-ups.
PURPOSE OF PROJECT	To streamline EHR documentation, optimize scheduling, and reduce inefficiencies, leading to improved psychologist productivity, reduced burnout, and enhanced patient care.
BUSINESS CASE	By implementing structured templates, automation, and scheduling optimizations, this project will: Reduce documentation time without compromising quality. Increase the number of patients seen per day. Improve provider availability and workload distribution. Maintain timely visit closure rates for enhanced patient care.
GOALS / METRICS	Reduce Documentation Length: Implement templates to lower documentation from 4,687 words per case. Increase Appointments per Day: Improve scheduling efficiency to increase patient throughput. Enhance Provider Availability: Raise the percentage of working days with appointments from 32% to at least 60%. Ensure Timely Visit Closure: Maintain 100% closure of visits within 1-2 days.
EXPECTED DELIVERABLES	1. Standardized Documentation Templates – Improve efficiency and maintain quality. 2. Automated Note-Taking Tools – Use voice recognition software for documentation. 3. Optimized Scheduling System – Enhance patient flow and provider utilization. 4. Performance Metrics Dashboard – Track key performance indicators. 5. Training Program – Educate psychologists on documentation best practices and time management.

PROJECT SCOPE

WITHIN SCOPE	Implementation of standardized EHR documentation templates. Automation of notetaking using voice recognition using AI Model & NLP. Scheduling system improvements.

	Training for psychologists on time management and documentation best practices. Performance tracking via dashboards
OUTSIDE OF SCOPE	Any modifications to clinical procedures outside of documentation and scheduling. Changes to core EHR system functionality beyond efficiency improvements. Expansion beyond psychologists to other medical professionals.

TENTATIVE SCHEDULE

KEY MILESTONE	START	FINISH
Project Kickoff	03/01/2025	03/15/2025
Requirements Gathering	03/16/2025	04/15/2025
Documentation Standardization	04/16/2025	05/15/2025
Automation Implementation	05/16/2025	06/30/2025
Scheduling Optimization	07/01/2025	07/31/2025
Training & Deployment	08/01/2025	08/31/2025
Performance Review & Closure	09/01/2025	09/30/2025