Project Scope Management

Name of the project: COVID-19 Clinic

Group: 27

List of group members

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# Requirements

1. Should allow multiple types of COVID-19 vaccines to be administered
2. Should be open for extended hours to allow all people to be able to go
3. Deal effectively with shortages or gradual rollout of vaccines
4. Have a good system for both online bookings and walk-ins
5. Have a reasonable amount of staff available throughout the day
6. Storage facilities for vaccinations / place for refrigeration
7. Able to connect to and update vaccination records
8. Have prevention and control measures (social distancing, sanitizing hands)
9. Located in a familiar/recognizable to the public/community
10. Provide proper medical equipments at all time
11. Insure all staff are trained properly

# Scope statement

## Product scope description

This project defines how to create and operate a clinic that allows the City of Guelph to be effectively vaccinated from COVID-19. The main goal is to give the population of Guelph access to covid-19 vaccines in an accessible and timely manner, to limit the spread of the virus. The clinic will be a safe and organized environment, providing a high quality service. This will limit the spread, reduce hospitalization, and promote a faster return to normality.

## Product acceptance criteria

A specified percentage of the population of Guelph is fully vaccinated in a set timeframe

The clinic operates within regulations set by the Canadian Government

Vaccines are stored correctly and safely, maintaining their effectiveness

Positive reaction from the community in terms of accessibility, effectiveness, efficiency, and satisfaction

## Project deliverables

A plan including the clinics location, operating hours, staff roles as well as the sourcing and storage of the vaccines

A staff training program to ensure consistent service, especially for volunteers

An effective way to communicate with the public, whether it be social media, pamphlets, press releases or something else

Emergency protocols including an evacuation plan detailing fire escape routes, as well as emergency response plans in the event that someone has an allergic reaction

A safe way to dispose of waste, such as needles, vials and PPE that complies with public health regulations

## Project exclusions

Does not involve transporting the vaccines to or from the location

Does not include medical care for patients experiencing reactions to the vaccinations

Does not include long term check-ins of patients

Will only administer Covid vaccines, excludes other immunizations

## Project constraints

Must comply with all public health guidelines

Limited supply of vaccines

Requires plenty of space to vaccinate while maintaining social distance

Requires well trained staff, including health care professionals to administer vaccinations

Limited Budget

## Project assumptions

The clinic will have sufficient supply of vaccines from suppliers

The clinic will have a proper infrastructure, such as storage for vaccines, IT servers and systems for handling data of patients and scheduling

The supply chain for medical supplies will be stable without any disruptions which could impact the service

Staff will receive adequate training on new vaccines, safety protocols, and patient interaction to ensure a smooth vaccination process.

Local government and community organizations will actively support the clinic's operations, helping to coordinate outreach efforts and provide logistical support.

Adverse weather conditions will not significantly disrupt clinic operations, including vaccine deliveries and patient attendance.

## WBS

## 1. Project Planning and Initiation

## - Create project plan

## - Secure budget

## - Team formation and role assignments

## 2. Facility and Equipment Preparation

## -Select location and finalize lease

## -Set up facility infrastructure

## -Install refrigeration and storage units

## -Acquire preventive and control equipment (masks, sanitizers, etc.)

## 3. Vaccination Supply and Management

## -Contract with vaccine suppliers

## -Transport and store vaccines

## -Establish vaccine inventory management system

## 4. Staff Deployment and Training

## -Hire healthcare professionals

## -Develop training programs

## -Deploy and train volunteers

## 

# Process to verify scope

## Conduct regular meetings with the entire team to review the project scope and discuss any changes.

## Continuously communicate with stakeholders to ensure the project scope aligns with project goals.

## Conduct quality reviews of the work performed and deliverables to ensure they meet specific criteria.

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# Process to control scope

## Document, evaluate, and approve change requests, updating the project plan accordingly.

## Communicate changes to stakeholders and prevent scope creep.

## Identify potential risks from scope changes and develop mitigation strategies.