

Project Scope Management Plan

HealthFirst Care Improvement Initiative

1. Project Scope Statement

Project Objectives:

- Reduce patient wait times for appointments by 20%.
- Improve scheduling accuracy and resource allocation efficiency.
- Implement automated appointment scheduling and real-time patient notifications.
- Develop dashboards for resource tracking and operational monitoring.

In-Scope Activities:

- Automating appointment scheduling systems.
- Creating resource tracking dashboards for staff and equipment.
- Developing real-time notification systems for patients and staff.
- Training hospital staff on new systems.
- Integrating new tools with existing hospital information systems (HIS).

Out-of-Scope Activities:

- Hospital construction or facility upgrades.
- Hiring additional clinical or administrative staff.
- Changes to clinical treatment protocols.

Constraints:

- Project budget limited to \$500,000.
- Completion is required within 6 months.
- Compliance with HIPAA and hospital data security policies.
- Dependency on availability of hospital IT infrastructure.

Assumptions:

- Stakeholders (doctors, nurses, admin staff) will be available for periodic reviews.
- Appointment, feedback, and resource data are accurate and accessible.
- Hospital leadership will provide timely decisions on scope changes.
- Necessary technology licenses and hardware will be procured on schedule.

WBS ID	Task Name	Task Description	Owner	Milestone/Deliverable	Estimated Duration
1.0	HealthFirst Care Improvement Initiative	Root level of the project	Project Manager	Project Kick-off	
1.1	Requirements Gathering	Define and document detailed project requirements	Business Analyst	Approved BRD	2 weeks
1.1.1	Conduct stakeholder interviews	Collect requirements and feedback from stakeholders	Business Analyst	Stakeholder feedback report	1 week
1.1.2	Analyze appointment data	Analyze appointment_data.csv for bottlenecks	Data Analyst	Data insights document	3 days
1.1.3	Analyze feedback data	Review feedback_data.csv for patient satisfaction trends	Data Analyst	Patient satisfaction report	3 days
1.2	System Design and Planning	Design system architecture and engagement strategies	IT Team Lead	System design document	2 weeks
1.2.1	Define dashboard requirements	Identify dashboard metrics and layout	Business Analyst	Dashboard requirements document	1 week
1.2.2	Develop notification system requirements	Detail real-time notification functionalities	IT Team	Notification system design	1 week
1.3	Development and Integration	Build and integrate modules with HIS	Development Team	Completed modules	6 weeks
1.3.1	Develop appointment automation	Implement scheduling automation system	Development Team	Automated scheduling system	3 weeks
1.3.2	Build dashboards	Create resource tracking dashboards	Development Team	Dashboards	3 weeks
1.3.3	Implement real-time notifications	Develop patient and staff notification system	Development Team	Notification system	2 weeks
1.4	Testing and Validation	Conduct system testing and validate with users	QA Team	Tested and validated systems	3 weeks
1.4.1	Unit testing	Test individual system components	QA Team	Unit test reports	1 week
1.4.2	User acceptance testing (UAT)	Validate system meets requirements with stakeholders	Business Analyst	UAT sign-off	2 weeks
1.5	Deployment and Training	Deploy systems and train users	Project Manager	Deployment complete, Training sessions	2 weeks
1.5.1	System deployment	Deploy systems to production environment	IT Team	Production system live	1 week
1.5.2	Staff training	Conduct training sessions for hospital staff	Training Coordinator	Training completion report	1 week
1.6	Project Closeout	Finalize documentation, handover, and lessons learned	Project Manager	Project closure report	1 week

3. Scope Change Management Plan

Scope Change Request Process:

- All change requests must be submitted via the Project Change Request Form.
- Requests reviewed weekly by the Project Manager and core team.
- Impact analysis (scope, budget, timeline) conducted for each request.

Approval Criteria:

- Changes must align with project objectives (reducing wait times, improving scheduling, resource optimization).
- Budget impact must not exceed contingency reserves.
- Must comply with regulatory and hospital policies.

Stakeholder Roles:

- Project Manager: Oversees and coordinates change review.
- Hospital Leadership: Provides final approval for high-impact changes.
- Business Analyst: Assesses impact on requirements.
- IT Team Lead: Evaluates technical feasibility.

Scope Monitoring and Validation:

- Regular reviews of deliverables against BRD and RTM.
- Weekly status meetings to track progress and identify scope drift.
- Formal sign-off on all key deliverables by stakeholders.

Summary:

This Project Scope Management Plan ensures clear definitions and control mechanisms to maintain alignment with stakeholder expectations and project goals. The detailed WBS supports tracking and resource allocation throughout the HealthFirst Care Improvement Initiative.