

Project Charter

Project Title: Clinical Management System Implementation

Project Sponsor: Sarah Brown, Director of Operations

Date: November 26, 2024

Project Objectives

- Automate appointment scheduling to reduce conflicts and delays.
- Enhance accuracy and accessibility of patient records.
- Streamline billing and payment processes.

Scope

- **Inclusions:** Develop modules for scheduling, patient database, and billing.
- **Exclusions:** Third-party integrations like insurance portals and telehealth systems.
- **Deliverables:** Fully functional Clinical Management System with user training and documentation.

Milestones

1. **Initiation:** December 1, 2024
2. **Requirements Gathering:** December 2024 – January 2025
3. **Development:** February – May 2025
4. **Testing:** June 2025
5. **Go-Live:** July 2025

Constraints

- Budget: \$100,000
- Timeline: 8 months
- Resource availability: Limited IT staff.

Stakeholders

- Clinic Management
- Staff (Doctors, Nurses, Administrative Team)
- Patients

Risks

- Resistance to change from staff.
- Delays in requirements gathering.
- Budget overruns due to unforeseen complexities.

Approval

Project Sponsor: Sarah Brown

Project Manager: Jane Smith