**WEEK 1-3 DELIVERABLE QUESTIONS**

A project has to answer the following questions:

- What problem are you solving?

- We are trying to solve the lack of digitization and modernity for APC’s clinic. Currently, the clinic is on the traditional way of storing health records by using file cabinets and papered documents. They also wish to have an electronic appointment scheduling system to better accommodate patients that visit the clinic in an orderly and timely manner.

- How are you going to solve this problem?

- To solve this problem, we will implement an electronic health record system that will digitize all health records and eliminate the need for paper-based documents. We will also integrate an appointment scheduling feature into the system to allow patients to schedule appointments easily and to improve the clinic's efficiency. The implementation process will involve analyzing the clinic's requirements, designing the system, testing, and training staff to use the new system effectively. Additionally, we will ensure that the new system complies with all relevant healthcare industry regulations and standards.

- What's your plan?

- To solve the problem of the lack of digitization and modernity for APC's clinic, the plan is to upgrade the health record system to a modern, efficient, and secure system that meets the requirements of the healthcare industry. This will involve conducting a requirements analysis to define and document the specific functional and technical requirements for the new system, followed by the design and development of the new system. The project will also include the installation, configuration, testing, and training of the new system, as well as the migration of existing data from the old system to the new system. Additionally, a new electronic appointment scheduling system will be developed to better accommodate patients and improve clinic operations. The staff will be properly informed and trained on how to use the new system effectively to ensure a smooth transition.

- How will you know when you're done?

- The project will be considered complete when the new health record system and appointment scheduling system are fully implemented, tested, and accepted by the clinic staff. The staff should also be properly trained on how to use the new system effectively, and the transition from the old system to the new one should be smooth and without errors.

- How do we measure how well did the project go?

- The success of the project can be measured through the achievement of its objectives and the satisfaction of its stakeholders. Key performance indicators (KPIs) such as decreased waiting time for patients, increased efficiency in managing health records, and improved accuracy of data can also be used to measure the success of the project. In addition, post-project reviews, user feedback, and regular monitoring can provide insight into the effectiveness of the system and identify areas for further improvement.