

# 1) Project Management Plan

## Stakeholder Communication

- At project onset, hold a meeting with stakeholders – medical agency frontline staff, hospitals and clinics, and staffing agency administrators. Determine a few frontline staff representatives, hospital and clinic representatives, and representatives for staffing administration. Discuss business requirements, ask clarifying, funneling, adjoining, elevating, and privacy-and ethics related questions. Finally, relay communication plan.
- During week three, hold another meeting to review statistical analysis and discuss staffing plan.
- Within a month of the start of flu season, hold a final meeting to discuss whether the staffing plan met our goals and whether there are any remaining questions or future steps to take.

## Schedule and Milestones

- Data sourcing/collection completion – Week One
- Data preparation completion – Week Two
- Statistical analysis completion – Week Three
- Hypothesis testing & interim report completion– Week Four
- Complete analysis storyboard – Week Five
- Project delivery date *video presentation* – Week Six

## Project Deliverables

- Interim report consolidating findings from data analysis
- A staffing plan that utilizes all available agency staff per state requirements without necessitating additional resources
- Analysis storyboard
- Video presentation for stakeholders

## Audience Definitions

- Medical agency frontline staff (nurses, physician assistants, and doctors)
- Hospitals and clinics using the staffing agency's services
- Influenza patients
- Staffing agency administrators

# 2) Hypothesis

If frontline staff and their families receive flu vaccines, then absenteeism rates during flu season will be lower.

# 3) Data Wishlist

- Each state's number of hospitals and available frontline staff
- Each staff members flu vaccination status (vaccinated or not)
- Absentee rate for previous flu seasons
- Flu vulnerability levels for each hospital's patients and staff (low, medium, high)