

Stakeholder Communication

The following stakeholders will be included in our communication:

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

Communication:

- We will hold a business meeting (with an optional to call in) with all the stakeholders, or with representatives of a group of stakeholders to determine the business requirements, and to discuss the project deliverables, set milestones (with dates) for the project, and field and discuss any potential questions.
- We will deliver weekly email updates for stakeholders to remain in the loop of our progress.
- We will, after each milestone, hold a brief call (or meeting if possible) with representatives for each group of stakeholders to discuss the progress of the project, and determine whether any changes need to be made.
- In the event of any emergency, we will plan for a call (or meeting) to reconvene and adjust our planning.
- Upon the completion date we will hold a meeting with all stakeholders to discuss the outcome of the project, and determine our plan going forward, or in the following year.

Schedule and Milestones

	Achievement 1	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10
1.2	Create a list of the data questions we need to answer for our analysis										
1.3	Design our data research project and formulate a research hypothesis										
1.4	Describe the data sets we have access to for our project										
1.5	Create a data profile for each of the data sets in our analysis										
1.6	Implement additional data quality measures to our data profiles										
1.7	Integrate data from two sources into one cohesive data set										
1.8	Conduct statistical analyses										
1.9	Formulate a statistical hypothesis										
1.10	Create an interim report consolidating the findings of our analysis										
	Achievement 2										
2.1	Explain how data visualizations can be used in our project (install Tableau)										
2.2	Create a data visualization design checklist										
2.3	Use our visualization design checklist to design our charts										
2.4	Create a time forecast for a variable										
2.5	Create visualizations that look at the distribution of a variable										
2.6	Create visualizations that look at the correlation between variables										
2.7	Map a variable and justify the spatial visualization choice										
2.8	Create a word cloud using qualitative data										
2.9	Create a narrative to communicate our research findings										
2.10	Record a video presentation for the stakeholders										

Project Deliverables

- An interim report presented to the stakeholders at the end of Week 5.
- A video presentation to the stakeholders at the end of Week 10.

Audience Definition

Our audience includes all of the stakeholders. The level of domain knowledge will vary, with patients having less than our frontline staff and administrators, so we will be sure to communicate more specifically with those with more specialty, whilst keeping things more big-picture with the patients and their representatives. In larger meetings, we will focus on the big-picture to ensure everyone has a clear understanding of the project, and touch on the specifics to allow the medical professionals to have a deeper understanding of the specifics of the project.

Hypothesis

If we allocate more resources to training hospital staff for Influenza season, then more people will fully recover and survive the flu.

Data Wishlist

- Total funds allocated by Hospital.
- Hours spent on employee training for Influenza season.
- Flu patient numbers
- Number of critical flu patients.
- Number of flu deaths.