# **2. Project Charter**

## **Project Code:**

IV

## **Project Name:**

Xyz New Year IV

## **Project Budget:**

The budget for the New Year IVF project is $50K. It is to be funded through the AGS Finance Budget

## **Project Start Date:**

10-12-2022

## **Project End Date:**

31-01-2023

## **Project Objectives:**

The purpose of the New IVF project is to make sure that only the active patients insurance coverage is listed in the billing system. This is to ensure that the billing system is upto date due to New Year. The objectives of this project are to reduce any denials from insurance for eligibility issues and Authorization to avoid any revenue leakage/losses.

## **Project Scope/ Deliverables:**

The project deliverables shall include eligibility verification and authorisation verification to the existing billing system along a user’s guide.

## **Project High-Level Milestones**

The project plan will be submitted and approved in accordance with the milestone schedule below. Upon approval of the project plan resources will be assigned to the project and work will commence within 5 business days. The Project Sponsor must approve any schedule changes which may impact milestones. A detailed schedule will be included in the project plan. The high level milestone schedule is:

Dec 10, 2022 – Project Plan Complete and Approved

Dec 15, 2022 – New Year IVF Sop completed

Dec 20, 2022 – Training Completed

Dec 25, 2022 – Soft live Completed

Jan 02, 2023 – Go live Completed

Jan 25, 2023 – Billing system validation completed

Jan 31, 2023 – Xyz client New Year IVF Complete and Project Completion

## **Required Approval Levels:**

* Timeline/Cost Approval: AGS finance
* Requirement: AGS WFM
* Design Approval: FC Lead
* Test Case Approval: Magesh
* Final Product Approval: Santhosh

## **Project Acceptance Criteria**

Success will be determined by the Project Sponsor once the billing system is implemented up to date with a latest patient, new insurance coverage and Authorization status on file that meets the objectives with no discrepancies.

## **Constraints:**

* We are using AGS Server, NG for Reporting/Tracking, and the Xyz Billing system is the production environment.
* The project Must be completed before Feb 2023
* If it costs more than $ 40K then it is not a worth solution.

## **Assumptions:**

* 50% of the cost for FTE will be available after the implementation of go live .
* IVF project will not change billing system and support the existing servers
* Resource will be available on time
* Approval will happen on time.

## **Initial identified Risks:**

Attrition and absenteeism

## **References:**

**Business Case**

**Contract SLA**

## **Project Manager:**

## **Sponsor Organization/Department Name:**

**Xyz Health**

## **Project Sponsor:**

**Prepared By: Lokho Date: 10/31/022**

**Approved By: Nancy Lillie Date:**