HHA 502/504 Project Charter/Scope

Project Title	
Falls Prevention Data, Stony Brook Southampton	
Project Timeline	
Start: 9/13	Projected Finish Date: 11/29
Purpose	
Assist Stony Brook Southampton ED by providing supplementary data for falls prevention screening and community program referral process.	
Project Objectives	

1) Recommend EBPs to expand the current portfolio and increase participation among diverse populations

2) Provide a visual for the screening and referral workflow.

3) Assist in increasing involvement and awareness of healthcare providers.

4) Provide visualizations of open-source data on falls.

5) Provide insight into what the current best practices are in fall prevention protocol through research.

Deliverables / Due Dates / Milestones

Deliverable / Milestone	Due Date
Scope Document	Sept 27, 2022
Develop Stakeholder Questions	October 16, 2022
Complete Stakeholder Interviews	October 27, 2022
Organized requirements	November 8, 2022
Create a list of EBPs to expand current portfolio	November 9, 2022
Screening and referral flow chart	November 9, 2022
Open Source Data Visualizations	November 15, 2022
Report on current best practices	November 18, 2022
Go Live	November 29, 2022

Team Roles and Responsibilities

Name	Role
Sarah Cohen, Kristi Ladowski, Brittany Gambini	Partners/Liaisons
Tenzin Tsegyal	Project Manager
Sarah Duong	Developer
Ambika Mukhi	Business Systems Analyst
Kevin Zhou	Developer