Date: 9/20/2023

To: All MYH Staff

From: IT Team Lead

Subject: Running Project Summaries

There are 4 project that are being developed by out IT team in our company currently. The first one is a Recreation and Wellness Intranet project is a way for us to entice our employee to join in on company base recreational events to improve their health. The reason for this project is due to recent studies we have found out that MYH pays 20 percent more than the industry average for employee health premiums. With this project we hope to reduce our internal cost by lowering our health premium with an added benefit of improving the overall health of our employees. The second project that our team is developing is the Health Coverage Business Model which is an application set to track employee healthcare expense and company healthcare expenses. This model is to reduce the internal cost of the company and at the same time we can maintain a health insurance premium for our employees.

The third project that our team has propose is a cross – selling system. This system can help with cross selling between our customers and lower the amount of sections in our services. We estimate that we can increase our profit by about a million each year for the next three years. With this we can improve our cross selling too which would increase our net profits. Lastly we have the Web-Enhanced Communications System which is a system set out to the communications of customers, employees, and suppliers. This system will replace the current incompatible systems that are related to delivery and production. This project is set to bring in an addition 2 million each year for three years after a 3 million one year development and a 20% cost of maintenance.

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| Recreation and Wellness Intranet Project | Business Strategies: Employee’s health improvements and internal cost reduction  Potential Financial Benefits: Potential internal cost reduction, along with health insurance premium reduction  Other Benefits: The health of the employees improving |
| Health Coverage Costs Business Model | Business Strategies: Internal Cost reduction  Potential Financial Benefits: Health insurance premium reduction  Other Benefits: History of employee Health insurance premium can be maintained. |
| Cross Selling System | Business Strategies: A improvement to cross selling  Potential Financial Benefits: Increase in profits due to the new system    Other Benefits: Increase of net sales and increase in income |
| Web – Enhanced Communications System | Business Strategies: Development and delivery of products and services  Potential Financial Benefits: 2 million each year for three years  Other Benefits: A improved communication system between the customer, employees and suppliers. |

**Weighted Scoring Model Summary**

The criteria for this model were chosen based upon Manage Your Health, Inc’s core strategic and financial goals towards helping employees, customers, and suppliers with improving the development and delivery of healthcare products and services. Three of the criteria were taken directly from the Running Case section; reduction of internal costs, intranet exploitation, and cross-selling potential. The other was taken directly from the text’s example criteria, low risk scope. I determined that for MYH the reduction of internal costs and low risk scope criteria would be most important to achieving their goals, and I appropriately weighted them both at 30 percent, respectively. Because intranet exploitation and cross-selling were also important goals stated in the Running Case section, I assigned them a similar albeit lower weight of 20 percent, respectively.

Because the Health Coverage Costs Business Model received the lowest score and the remaining three received similar scores, I will refer to the remaining three in unison while singling out the HCCBM project. The scores assigned to the HCCBM project for each criteria were given out of the fact that I saw this as the riskiest project to undertake mainly due it having the longest time frame out of the four. The project has a four-year time frame, and despite being the cheaper project of the four, the long time frame means the probability of changes and issues arising are much higher. Despite this, the amount of money potentially saved by taking on this project is promising, and if it were not for the long time frame, this project would’ve probably received a higher score.

The remaining three project received similar scores of 75, 74, and 81 respectively. Though reduction of costs for the WECS project is not as high, I believe this project will tackle one of this organization’s biggest problems, and in turn have the most positive outcome if undertaken. Because of this, the project takes the top spot. The R&W project addresses a problem that although not as big or imperative to operations as the WECS project, still would have a large positive impact on the organization and its stakeholders, and I believe a score of 75 is very sufficient. The CSS project is the most expensive of the bunch with the second longest timeframe, but the increase in profits are promising for the organization despite high yearly maintenance costs, so a score of 74 in third place is justified.

A screenshot of a computer

Description automatically generated with medium confidence

Project Charter

Date

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| --- | --- | --- | --- |
| **Project Title**: Recreation and Wellness Intranet Project | | | |
| **Project Start Date:** September 20, 2022  **Projected Finish Date:** March 20, 2023 | | | |
| **Budget Information:** $200,000 has been allocated to this project. The majority of the budget will be allocated to labor as this is a programming project. | | | |
| **Project Manager:** Bob Kirk, (407) 111-1111, bkirk@manageyourhealth.com | | | |
| **Project Objectives:** The Recreation and Wellness Intranet application will be deployed onto company intranet with the goal of improving the health of all employees while lowering their health insurance premiums. The estimated savings per employee is $30 per year.  The application will be capable of registering employees for classes and recreational programs while tracking their involvement and offering incentives for participating. | | | |
| **Success Criteria:** Once all functionality is implemented and tested and when the user experience is adequate, all stakeholders will evaluate the final state of the project and then it will be marked as completed by the CEO. | | | |
| **Approach:**   * As soon as project is approved, start work on a detailed breakdown of all individual tasks that need completing and compile into a Gantt chart. * Assign team members to each task as needed * Meet weekly to discuss progress and immediate plans * Complete the first production version of the application by the three-month mark * Conduct a beta test with volunteers once production version 1 is completed * Continue testing and iterating until the final version of the application is completed | | | |
| **Roles and Responsibilities** | | | |
| ***Name and Signature*** | ***Role*** | ***Position*** | ***Contact Information*** |
| **John Smith** | Sponsor | CEO | jsmith@manageyourhealth.com |
| **Bob Kirk** | Project Manager | Manager | bkirk@manageyourhealth.com |
| **Karen Johnson** | Team Member | Graphic Designer | kjohnson@manageyourhealth.com |
| **Dakota Daniels** | Team Member | Database Administrator | ddaniels@manageyourhealth.com |
| **Bert Evans** | Team Member | Programmer | bevans@manageyourhealth.com |
| **Keith Power** | Team Member | Programmer | kpower@manageyourhealth.com |
| **Todd Gonzales** | Team Member | Programmer | tgonzales@manageyourhealth.com |
|  | | | |
| **Comments:**  N/A | | | |

Change Request

Date

**Project Name: Recreation and Wellness Intranet Project**

**Date Request Submitted:09/22/22**

**Title of Change Request:**

**Change Order Number:0024**

**Submitted by**: Jackson Lacy

# Change Category: Scope Schedule X Cost Technology Other

**Description of change requested:**

This a request to allow employees certain benefits through their company which could lead to improved health company wide. One of the changes being requested is the creation of company sponsored recreational programs. Programs include but are not limited to softball, jogging, bowling, walking, and soccer. With that we would also like the company to allow employees to register for company sponsored classes and programs. These classes would assist employees with weight loss, addiction, stress reduction, and other health related issues. Lastly, we want employees to want to participate in these programs and be healthier. In order to achieve this goal we want to implement an incentive system for when employees win competitive events or reach weight loss goals.

**Events that made this change necessary or desirable:**

The company realized that it has been spending twenty percent more on employee healthcare premiums than the industry average because of the employees generally poor health. As a company, we realized that if we could improve employee health, we can lower healthcare costs and reach a net savings of 30 dollars per employee per year, over the next four years.

**Justification for the change/why it is needed/desired to continue/complete the project:**

As a company we should always be looking for ways to save more money. The savings that would come out of reducing the cost of healthcare premiums would be huge for the company. Not only that, but it may lead to a healthier employee base, which leads to more effective employees. Not only would we save money, but we may even see a bump in efficiency around the company with more to motivated employees.

**Impact of the proposed change on:**

**Cost:** Cutting costs so that we are saving 30 dollars a person per year on healthcare would be huge for our company. With over 20,000 total full-time employees that would be a net savings of about 2,400,000 dollars over the next 4 years.

**Suggested implementation if the change request is approved:** If approved, planning will immediately be started for the creation of company sports teams and workout plans. All full-time employees will be immediately notified that their healthcare plans are being cut down and replaced with this program. We would also need to hire a few more employees that are personal trainers or fitness coaches in order to kickstart the program. Once we have the infrastructure in place to allow our employees to work out in company sponsored programs, we will set up a way to track them as well. Then, all employees will be notified of the programs and incentive and be able to participate in them.

**Required approvals:**

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| --- | --- | --- |
| **Name/Title** | **Date** | **Approve/Reject** |
| **Project Sponsor** | **09/22/22** | **Approve** |
| **Project Manager** |  |  |
| **Change Control Board** |  |  |
| **Upper Management** |  |  |