Project Plan

MediBook: Health Professionals Appointment App

Version 1.0

Group 7

- Matin Salimzadeh
- Theo Oey
- Johnny Nguyen
- Xinran Chen
- Luca Novello

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REVISION HISTORY TABLE

Version Number	Version Date	Added By:	Revision Description
1.0	Feb 2 2025	Luca Novello	Initial Plan

SIGN-OFF MATRIX

Name & Title	Project Role	Date	Signature
Matin Salimzadeh	Administrative Consultant	Feb 2, 2025	M.S.
Theo Oey	Operations Consultant	Feb 2, 2025	T.O.
Johnny Nguyen	Cost Consultant	Feb 2, 2025	J.N.
Xinran Chen	Administrative Consultant	Feb 2, 2025	X.C.
Luca Novello	Human Resource Consultant	Feb 2, 2025	L.N.

OVERVIEW

Document Purpose (Week 4)

This document is the project plan for the Health Professionals App. It addresses scope, deliverables, risks, assumptions, milestones, schedule, budget and team working practices required to achieve a successful outcome. The Project Plan is a configuration item and must be placed under change control once agreed. Updates to the Project Plan must be reviewed and approved by the Project Manager and any relevant stakeholders for the section that is changed.

Project Sponsors and External Stakeholders (Week 4)

Project Role	Organizational Role
Executive Sponsor	Provides funding and high-level project oversight.
Project Manager	Leads the project, manages tasks, and ensures timely completion.
Healthcare Consultant	Ensures the app meets medical standards and regulations.
Healthcare Providers	Doctors, clinics, and hospitals use the app for scheduling.
Patients/End Users	People booking, rescheduling, or canceling appointments.
Regulatory Bodies	Ensure compliance with healthcare privacy laws.
Marketing Partners	Promote the app to reach healthcare providers and users.
Technology Vendors	Provide software, cloud services, and technical support.

PROJECT SCOPE MANAGEMENT (Week 4)

This project focuses on developing a mobile app for **easy** and **quick** health appointment booking. The app will let patients **schedule**, **reschedule**, and **cancel appointments** while helping healthcare providers manage their availability. The project was started to **reduce wait times**, **improve scheduling**, and **minimize no-shows** by offering a digital solution that makes booking more convenient.

Project Goals (Week 4)

This project aims to develop a mobile app that simplifies healthcare appointment booking, making the process **faster, more efficient,** and **accessible** for both patients and healthcare providers.
The project was initiated to **address key issues** in traditional booking systems, such as:
- **Long wait times** and **difficult scheduling** processes.
- **High no-show rates**, leading to wasted resources for healthcare providers.
- **Lack of flexibility**, preventing patients from booking outside of business hours.

By implementing an easy-to-use mobile app, the project seeks to:
- Provide a **simple and convenient** way for patients to book, reschedule, or cancel appointments.
- Reduce no-shows through **automated reminders** and better scheduling options.
- Improve efficiency for healthcare providers by **streamlining appointment management**.
- Enhance accessibility by allowing **flexible booking options** beyond regular office hours.

Project Feasibility (Week 4)

*Discount rate 10%					
Year	**0**	**1**	**2**	**3**	**Total**
Costs	$135,511.00	$10,000.00	$10,000.00	$10,000.00	
Discount Factor	1.00	0.91	0.83	0.75	
Discounted Costs	$135,511.00	$9,090.91	$8,264.46	$7,513.15	$160,379.52
Benefits	$0.00	$135,000.00	$135,000.00	$135,000.00	
Discount Factor	1.00	0.91	0.83	0.75	
Discounted Benefits	$0.00	$122,727.27	$111,570.25	$101,427.50	$335,725.02
Discounted Benefits-costs	($135,511.00)	$113,636.36	$103,305.79	$93,914.35	
Cumulative Benefits-costs	($135,511.00)	-$21,874.64	$81,431.15	$175,345.50	
				NPV	**$254,528.22**
				ROI	**109.33%**

Our Net Present Value analysis indicates that our mobile app is highly feasible and financially viable. With an NPV of $254,528.22, the project is expected to generate more than its cost. With a high ROI of 109.33% for every dollar invested, it is expected to generate $2.09 in return. Using the 10% discount rate, a positive NPV and early positive net gains by year 2, this shows a strong financial viability and potential for success. Continued growth into year 3 further shows a potential for long-term success.

Scope Inclusions (Week 6)

<List all high-level features (between 5 and 10) that will be included into the project scope>

Scope Exclusions (Week 6)

<List all high-level features (between 5 and 10) that will not be included into the project scope>

Scope Definition Documentation (Week 6)

<Provide a link or a location of the Scope Definition documents>

PROJECT TIME MANAGEMENT – SCHEDULE & MILESTONES (Week 9)

Estimation Methodology (Week 9)

<Mention what methodology was used to obtain the estimates (e.g. top-down, bottom-up, historical or expert judgment). Please note that while at the Project Charter +75/-25% degree of precision was required, at the completion of the Project Plan the estimates should be at +30/15%)>

Project Duration (Week 4)

This project consists of many different tasks that need to be done and cannot be done by only one person because it would take too long. However, since there are five of us, we can easily divide up the work and tackle different tasks together, giving us an estimate of 12 weeks to complete the project.

Project Milestones (Week 4)

Project Phase/Activity	Completes On
Planning: ● Defining the project goals and scope ● Collect schedules and key information from healthcare providers	Weeks 1-2
Design: ● Create basic app design and models ● Get feedback from stakeholders and make improvements	Week 3-5
Development: ● Build the app with key features and like booking, notifications and calendars	Week 6-9
Testing: ● Test the app for no bugs, errors and crashes for users to have a easy and simple time	Week 10-11
Launch: ● Publish app on mobile phones ● Promote the app to healthcare providers and users	Week 12

Gantt Chart (Week 9)

<Include a link to the MS Project .mpp file if applicable>

PROJECT COST MANAGEMENT – BUDGET (WEEK 4)

Budget Estimate		
Expenses		**Cost**
Personal	Developers	$48,000
	Designer	$18,000
	Project Manager	$22,500
	Healthcare Consultant	$10,000
	QA Testers	$16,000
	Total Personnel Cost	**$114,500**
Tools and Software	Design Tools	$300
	Testing Tools	$450
	Cloud services	$1,500
	Total Tools Cost	**$2,250**
Marketing and Launch	App store fees	$124
	Marketing Campaigns	$5,000
	Total Marketing Cost	**$5,124**
Miscellaneous	Training and Documentation	$1,500
	Contingency (10% of budget)	$12,137
	Total Miscellaneous Cost	**$13,637**
Total Budget		**$135,511**

PROJECT QUALITY MANAGEMENT (WEEK 11)

<Describe which ones of the Quality Management tools and techniques will be utilized in your project to ensure proper quality management and control:
- *Document control*
- *Training*
- *Customer Complaints*
- *Design and Development*
- *Peer reviews*
- *Inspections*
- *Customer feedback*
- *Document management*
- *Etc.>*

PROJECT HUMAN RESOURCES MANAGEMENT (WEEK 4)

Project Team (Week 4)

Project Role	Name
Administrative Consultant	Matin Salimzadeh
Operations Consultant	Theo Oey
Cost Consultant	Johnny Nguyen
Administrative Consultant	Xinran Chen
Human Resource Consultant	Luca Novello

RAM (Responsibility Assignment Matrix) (Week 11)

Deliverables	Project Team Members				
	Project Manager	<Team Member 1>	<Team Member 2>	<Team Member 3>	<Team Member 4>

PROJECT COMMUNICATIONS MANAGEMENT (WEEK 7)

Communications Planning & Distribution

Document:	Distributed To:	Frequency:
Project Charter		
Project Plan		
Meeting Minutes		
Status Reports		
Lessons Learned		
Change Requests		
<Other>		

Project Meetings and Meeting Minutes (Week 4)

Meetings will be held weekly on Thursdays between 6:00 PM and 6:30 PM to review the assignment and divide tasks. Meetings will be held online via Microsoft Teams. Recording meeting minutes will be a shared task amongst all group members and will be distributed via Microsoft Teams.

Project Documentation (Week 4)

All project documentation related to this project will be kept in the following shared OneDrive folder: **PMC444-NHH-Group7**

PROJECT RISK MANAGEMENT (WEEK 10)

Assumptions

<Include several (but no more than 5 or 6) assumptions in the table below. Assumptions are typically "good" things that are supposed to happen on your project, but you are not entirely sure they will happen.

e.g. "We assume that all the resources required for the successful delivery of this project will be available">

ID	Description
A1	
A2	

Dependencies

<List project dependencies in the table below>

ID	Description
D1	
D2	

Risks

< Include several (but no more than 5 or 6) risks in the table below. Risks are the uncertain things that can jeopardize the project success. e.g. "There is a possibility of major contractor's employees going on strike">

ID	Description
R1	
R2	