

CREATING A MEDICAL RECORD DATABASE

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Plan Purpose and Executive Summary

- Goal is to create an automated database for patient medical records from physical files.
- Waterfall method will be used for this project.
- Project should take seven months from inception to completion.
- The project has a \$250,000 budget.

Assumptions and Constraints

“Identifying and understanding the constraints you may face is a key part of the project planning process, and ultimately informs how you proceed” (Miller, 2020).

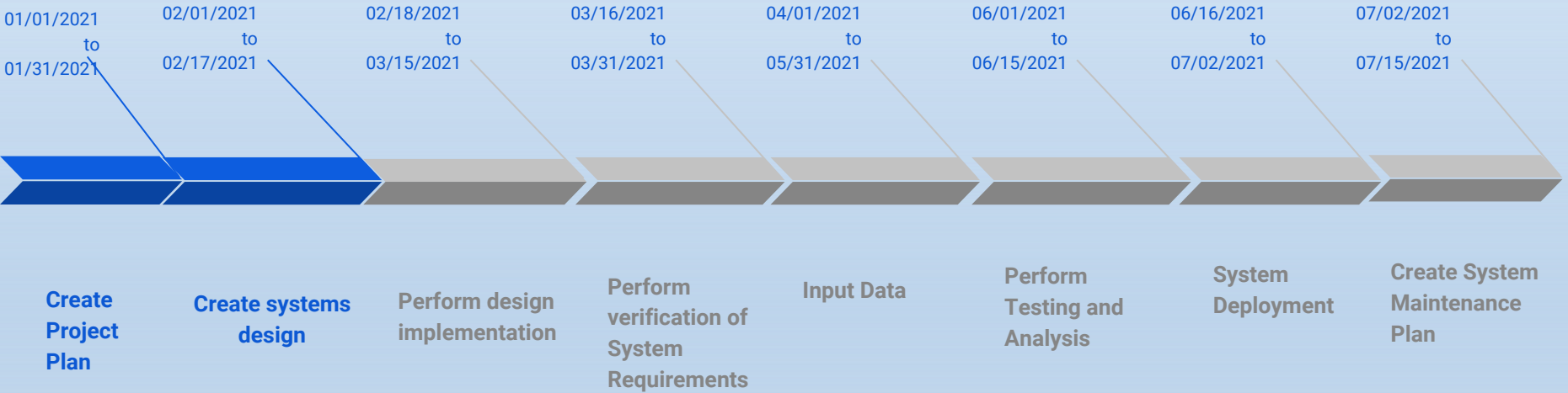
Assumptions:

- Hardware required for the project is already obtained.
- Software will be purchased and integrated into the database.
- Physical files will be readily available and easy to scan into the database.
- Team members will have the skills necessary to complete tasks, including technical, procurement and training skills.

Constraints:

- Focused on the creation of a database for patient medical records only.
- Only licenses and software related to the medical record database will be purchased.
- Project scope does not include billing, scheduling or insurance data.
- Training will be limited to the implementation and use of the database.

WBS and deployment



COST/BUDGET MANAGEMENT

Project Budget - Creating a Medical Record Database							
	Jan - 2021	Feb - 2021	Mar - 2021	Apr - 2021	May - 2021	Jun - 2021	July - 2021
Direct Costs:							
Direct Material:							
Software Costs	\$ -	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00
Cloud Licence	\$ -	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -
6 Scanners		\$ 660.00	\$ -	\$ -	\$ -	\$ -	\$ -
Hardware Replacement		\$ 1,000.00					
Meals/Training	\$ 500.00	\$ 120.00	\$ 100.00	\$ 200.00	\$ 120.00	\$ 100.00	\$ 250.00
Migration of Data Expense	\$ 1,000.00			\$ 2,000.00			
Direct Labor/ Internal	\$ 21,000.00	\$ 21,000.00	\$ 21,000.00	\$ 21,000.00	\$ 21,000.00	\$ 21,000.00	\$ 21,000.00
Indirect Costs:							
Overhead cost (\$1,000 per Empl	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00
Contingency (15% of Total Baselin	\$ 5,205.88	\$ 5,396.47	\$ 5,011.76	\$ 5,382.35	\$ 5,015.29	\$ 5,011.76	\$ 5,038.24
Total	\$ 34,705.88	\$ 35,976.47	\$ 33,411.76	\$ 35,882.35	\$ 33,435.29	\$ 33,411.76	\$ 33,588.24
Total Budget Cost	\$ 240,411.76						

- This is a dynamic document that changes accordingly throughout the course of the project (What is a project budget, 2020).
- 15% Contingency reserve.
- \$1000 per employee in overhead (Project has seven employees)

QUALITY MANAGEMENT

- Confirm 5 patients (John, Peter, Musa, Bakari & Jamal) records had no inconsistencies in name, date of birth, number of scheduled visits.
- Run the script below to verify that there are only characters in character fields, dates in the date fields, and only numbers in number fields.

dtype(['table_name'])

- Verify that a record with specific information appears only once in the database, to avoid redundancy.
- Run the script below to determine how many fields are missing. The expectation is that 95% of the data (for a total of 950 patients) is filled in. 5% of fields don't have data and this is expected.

SELECT DISTINCT First_Name, Last_Name, DOB FROM Patients

RISK MANAGEMENT

Risk	Likelihood	Impact	Mitigation Strategy	Contingency
Cloud based services raise prices above quoted rate.	Low	High	Mitigate: Contact cloud based service to lock in rates.	Create our own server to store the data.
Key employees leave employment before completion of the project.	Low	High	Mitigate: Pay bonuses of \$1000 to each of the key project members upon completion of project.	Hire replacement workers to complete the project.
Loss of patient records during data transfer process.	Medium	Medium	Mitigate: Add a check out process to the project that creates a holder record for each patient file reducing risk of data loss during transfer process.	Keep paper files until completion of audit and create new records for patients that don't attend for a year.
Fire destroys records.	Low	High	Mitigate: Have fire extinguishers on hand and establish fire protocols. Install a temporary CO2 system to operate when workers are not in the building.	Put non-destroyed records in the system and create new records for patients whose records were destroyed.
Covid-19 shutdown.	Medium	Low	Accept: None, business interruptions cannot be predicted.	Adjust project time table to meet new circumstances.

PROCUREMENT MANAGEMENT/ CONTRACTING AND LICENSING

Non-Human Resources

- The project will use a cloud server which will have to be purchased and software will be installed into existing hardware. Alternatives include Amazon Web Service (AWS), Oracle, MongoDB, and Azure.
- The choice of the software will be made based on projected monthly costs and recommendations. The projected monthly costs of the software should be within the approved \$300 per month budget.
- The scanners will be bought from Amazon, and their procurement will be based on a firm, fixed contract.

Contracting and Licencing

- No Body-Compliance Manager, and Get Stuff-Head of Procurement will oversee contracting. This will include overseeing the licencing of software and selecting a contract type with the cloud based service. They will negotiate monthly fees and any additional usage fees.
- The budget for the software and cloud based services will be \$300 per month using firm fixed contracts. The licenses will have a budget of \$70 per user and will use firm fixed contracts, and Any other supplies such as scanners will be purchased using firm fixed contracts.
- No Body, the Compliance Manager and Legal counsel, will advise on any compliance issues and check the terms, contracting, licencing, and negotiated agreements.
- No additional staff contracts will be required

CHARACTERISTICS OF SUCCESSFUL PROJECT MANAGERS

- Good project managers must be well organized, have leadership skills and be able to delegate tasks effectively.
- Project managers have a grasp of team dynamics and provide enthusiasm and passion to motivate team and also needs to have great communication and problem solving skills (Wells, 2014).
- Must be able to communicate the desired needs and tasks to the team based on their knowledge of the team's strengths and weaknesses and set the tone and provide a clear vision about the team's objectives
- Creates a supportive and positive work environment which helps everyone to thrive and do their best work while negotiating any conflicts and disagreements that may arise.
- Good organization is a key factor for creating a productive work environment (Gray, 2018).

REFERENCES

Gray, E. (2018, December 20). 10 trending characteristics of a good project manager! Retrieved February 24, 2021, from <https://www.knowledgehut.com/blog/project-management/10-characteristics-of-a-good-project-manager>

Miller, K. (2020, October 05). How to Avoid 6 Common Project Management Constraints. Retrieved January 24, 2021, from <https://www.northeastern.edu/graduate/blog/project-management-constraints/>

Wells, M. (2014, July 18). Top 10 characteristics of a great project manager. Retrieved February 24, 2021, from <https://projectmanager.com.au/top-10-characteristics-of-a-great-project-manager/>

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