**Project Summary Statement**

***Project Name: Dooit***

***Team: Husky Trailblazers***

**Analyzing Gender Disparity in Healthcare Payments for Medical Devices**

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| **1.0 Project Scope Statement - Chaitrali** |
| **Project Scope Includes:**  This project will analyze gender disparities in payments made by major healthcare companies in the medical devices sector, utilizing data from the OpenPaymentsData.CMS.Gov dataset. The objective is to identify and address gender-based inequalities in compensation within this specific industry. The project will be conducted over the course of the academic term, with final deliverables due by November 21, 2024.  **Key deliverables** **include**:   * Data mining and analysis of payment disparities between male and female healthcare professionals in the medical devices sector. * Visualizations of the analyzed data, highlighting key trends and insights related to payment differences. * A comprehensive research report detailing findings, including an assessment of existing policies or programs that aim to mitigate disparities. * Recommendations for new initiatives or policy suggestions to address and reduce gender disparities in healthcare payments specific to the medical devices sector. |

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| **2.0 Acceptance criteria - Yunije** |
| * Data collection and analysis will be based on industry-standard medical device payment records and will comply with relevant privacy protection laws, such as the Health Insurance Portability and Accountability Act (HIPAA). * The dataset will cover at least five years of payment records and include details such as gender, age, medical device category, and payment amounts to ensure sufficient sample size for gender disparity analysis. * The final analysis report will include data visualizations clearly identifying any gender disparities in healthcare payments for medical devices, with statistical significance tests (e.g., p-value less than 0.05) to validate the findings. * The report will also include an analysis of potential causes for gender disparities, incorporating literature reviews and expert opinions, along with actionable recommendations for improvement. * All analysis results will follow a strict timeline agreed upon with the client and be delivered before the designated deadline. * The client and stakeholders will assess the project's success based on clear and quantifiable metrics in reviewing the report's findings and recommendations. |

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| **3.0 Project boundaries or exclusions - Malak** |
| *Here you would list what is excluded from the project that a user or client might otherwise assume would be included. For instance, if you are building a house, but not providing the landscaping service, you would want to clarify in this section that the proposed project does not include landscaping or appliances or whatever the case may be. Again, you don’t need to be elaborate. Simply list the items you think might be reasonable based on the project you are proposing.*  *Example:*   * *Project does not include any recreational activities, such as golfing or fishing; free time will be available, but cost for such activities will not be covered* * *Transportation to originating airport is not included* |

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| **4.0 Project constraints - Shreyansh** |
| In the pursuit of achieving the project goals, several constraints will shape the management and execution of our tasks. Adhering to these constraints is crucial for maintaining alignment with the strategic and operational expectations of Dooit. Below are the key constraints that our project team will navigate:   1. **Execution Timeline:**   Constraint: The project must be executed strictly within the pre-determined dates. These dates have been set to align with the availability of both the project team and the Dooit stakeholders. Adherence to this timeline ensures that project milestones are met without affecting subsequent phases of the initiative.  Implication: This constraint necessitates meticulous planning and efficient project management to ensure that all deliverables are met within the specified timeframe.   1. **Budget Limitations:**   Constraint: The total budget allocated for this project is capped at $35,000. This budget encompasses all aspects of the project, including data acquisition, analysis, labor, and any incidental expenses that may arise during the project lifecycle.  Implication: With a fixed budget, it is imperative to prioritize resource allocation efficiently and manage expenses rigorously to avoid budget overruns. The project team must also be prepared to negotiate costs and seek cost-effective solutions without compromising the quality of the outcomes.   1. **CEO Approval:**   Constraint: All major project plans and critical decisions require the final approval of Dooit's CEO. This includes approvals on the scope of the project, any significant changes to the project plan, and the final report and recommendations.  Implication: This level of oversight ensures that the project remains aligned with the broader strategic goals of Dooit. It also means that the project team must maintain a clear and continuous line of communication with the CEO and other key stakeholders, preparing detailed justification for project approaches and decisions.  These constraints are designed to ensure that the project not only meets its intended goals but does so in a manner that is aligned with Dooit's operational standards and strategic objectives. Effective management of these constraints will be crucial for the successful completion of the project. |

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| **5.0 Project Budget - Yash** |
| *In this section, you want to list the budget for the project. It is best to provide a budget breakdown based on either deliverables or services related to the project. You can insert a table or provided a bulleted list, but be sure to provide a total amount. Also consider contingency funding as part of your estimate.* |

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| **6.0 Project Change Management Plan - Yixuan** |
| This change management plan outlines the procedures for integrating changes to the project scope and ensures any adjustments, such as the addition of new deliverables or modifications to existing tasks, are properly evaluated and implemented efficiently and effectively.  **1. Change Request Process**  Initiation: Any stakeholder (e.g., team members, clients, or sponsors) can submit a change request. This should be documented using a Change Request Form that includes:   * Description of the proposed change * Rationale for the change * Impact analysis on scope, timeline, and resources   Submission: The completed Change Request Form should be submitted to the Project Manager.  **2. Change Review Process**  Review: A committee consisting of the Project Manager, key team members, and Business Sponsors will evaluate the change request.  Assessment: The committee will consider:   * Alignment with project objectives * Impact on current deliverables and timeline * Resource availability (budget, time) * Risks associated with the change   **3. Impact Analysis**  Impact of Project Scope: Determine how the change affects the current deliverables, including any new data mining, analysis, visualizations, or report sections.  Impact of Timeline: Analyze how the change may affect the project timeline, particularly the final delivery date of November 21, 2024.  Resource Impact: Assess if additional resources are required and how these can be acquired.  **4. Decision Making**  Approval: The change will be approved if it aligns with the project goals and the benefits outweigh the impacts. The decision will be documented and communicated to all stakeholders.  Rejection: If the change is rejected, feedback will be provided to the requestor, along with potential alternatives.  **5. Implementation of Approved Changes**  Action Plan: Develop a detailed action plan to implement the change, specifying:   * Tasks to be completed * Responsible team members * Updated timeline   Integration: Ensure that the change is integrated into the existing project workflow. This may involve updating project documentation, adjusting timelines, and reassigning tasks if necessary.  **6. Communication Plan**  Stakeholder Notification: All stakeholders will be informed of the approved changes and their implications via email or a project update meeting.  Documentation Updates: Project documentation (including the project plan and timeline) will be updated to reflect the changes, ensuring all team members have access to the most current information.  **7. Monitoring and Evaluation**  Tracking Changes: A change log will be maintained to track all requests, decisions made, and implementation status.  Review and Adjust: Regular project meetings will be scheduled to review the impact of changes on project progress, allowing for ongoing adjustments as necessary. |

\*\*Be sure to remove the instructions before you submit your completed statement.

**Stakeholder analysis**

* **Yash and Chaitrali**

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| **Stakeholder Position/Role** | **Type of Stakeholder** | **Stakeholder Expectation(s)** | **Stakeholder Interest(s)** | **Influence on Project Result** | **Stakeholder management strategies** |
| *Position in the organization or role in project* | *Internal or External* | *High level needs or expectations for the project*  *and/or product* | *High/ Med/Low* | *Supporter/O pposed/ Neutral* | *Strategies and tactics to maximize positive stakeholder influence and minimize or neutralize negative stakeholder influence.* |
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**Project Milestones**

* **Malak and Shreyansh**

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| Milestone / Phase | Start Date | End Date | Status |
| *Team Charter* | *23 Sept 2024* | *24 Sept 2024* | *Completed* |
| *Individual Team Member Assessment- 1* | *24 Sept 2024* | *24 Sept 2024* | *Completed* |
| *Research Proposal & Project Plan* | *26 Sept 2024* | *02 Oct 2024* | *In progress* |
| *Individual Team Member Assessment- 2* | *03 Oct 2024* | *08 Oct 2024* | *Pending* |
| *Mid-Term Presentation* | *03 Oct 2024* | *17 Oct 2024* | *Pending* |
| *Individual Team Member Assessment- 3* | *Not Started* | *22 Oct 2024* | *Pending* |
| *Solution & Prototype* | *Not Started* | *23 Oct 2024* | *Pending* |
| *Individual Team Member Assessment- 4* | *Not Started* | *05 Nov 2024* | *Pending* |
| *Individual Team Member Assessment- 5* | *Not Started* | *19 Nov 2024* | *Pending* |
| *Final Prototype* | *Not Started* | *22 Nov 2024* | *Pending* |
| *Team Signature* | *Not Started* | *27 Nov 2024* | *Pending* |
| *TEDx Presentation* | *Not Started* | *05 Dec 2024* | *Pending* |
| *Peer Review* | *Not Started* | *09 Dec 2024* | *Pending* |

**Resource Needs List**

* **Yixuan and Yunije**

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| **Resource Type** | **Description** | **Date / Duration** | **Approval From?** | **Approval Secured?** | **Resource confirmed?** |
| *Identify type of resource (equipment, people, space, etc.)* | *Describe what you need and why you need it* | *On what days or for what duration?* | *Who can approved this?* | *Insert result and date received* | *After approval, confirm procurement* |
| Research Data | Need access to healthcare payment datasets for gender disparity analysis | Available throughout project duration |  | Pending | Pending |
| Statistical Analysis Software | Need statistical software to process and analyze large datasets | Available throughout project duration |  | Approved | Yes, software installed and configured |
| Virtual Collaboration Platform | For team communication and meetings | Available throughout project duration |  | Approved | Yes, platform is ready for use |
| Cloud Storage | Need secure cloud storage to store datasets and project documents | Available throughout project duration |  | Pending | Pending |

**Project Risk Analysis**

* **Chaitrali**
* **Probability & Impact Scale:**

The probability scale is very straight-forward – the value for the ranking indicates the percentage likelihood that the risk event will occur. In other words, if the project did nothing to avoid (threat) or promote (opportunity) the risk, what are the odds that the risk would occur? By having values to put to the ratings, the assigning of ratings to risks becomes less subjective and can be performed by various team members with equivalent results.

Similarly to the probability scales, the impact scales are weighted heavily towards the higher-impact items. Thus, the bigger the impact, the higher the risk should rise in the rankings. By utilizing the same ranking categories and values between the two scales, the team members can avoid confusion in terminology when working between the scales. In addition, the teams can equate the definitions between the two scales to get a clear understanding of how the company views risk and what it considers high vs. Low.

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| **Ratings** | **Value** |
| Very Low | 0.05 |
| Low | 0.10 |
| Moderate | 0.25 |
| High | 0.50 |
| Very High | 0.75 |

Here's a comprehensive Project Risk Analysis considering various scenarios and including a broader range of risks and mitigation strategies:

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| **Risk Id** | **Risk Statement** | **Impact** | **Prob-**  **ability** | **P & I Rating** | **Risk Owner** | **Response Strategy** |
| 1 | Because the data from OpenPaymentsData.CMS.Gov may be incomplete or inaccurate (cause), the analysis of gender disparities in payments might yield misleading results (condition), leading to ineffective recommendations (conclusion). | 0.50 | 0.25 | 0.125 | Data Analyst | **Mitigate** – Conduct a preliminary data quality assessment and seek additional datasets from credible sources to validate and enhance the robustness of the analysis. |
| 2 | Because handling sensitive payment data poses a risk (cause), there is potential for violating privacy regulations (condition), which could result in legal consequences and project delays (conclusion). | 0.75 | 0.10 | 0.0075 | Project Manager | **Mitigate** – Implement strict data handling protocols, anonymize data where possible, and ensure compliance with all relevant data privacy regulations. Provide training on compliance. |
| 3 | Because there is a possibility of project goals expanding beyond the defined scope (cause), the team may face challenges in maintaining focus and direction (condition), which could result in missed deadlines (conclusion). | 0.50 | 0.25 | 0.125 | Project Manager | **Avoid** – Clearly define and document the project scope and objectives at the outset, with regular reviews to ensure adherence to the original goals. Schedule weekly check-ins. |
| 4 | Because advanced data analysis tools may present technical challenges (cause), integrating various datasets could be more complex than anticipated (condition), potentially delaying the project timeline (conclusion). | 0.50 | 0.50 | 0.250 | Software Developer | **Mitigate** – Allocate time for team training on data analysis tools and develop a clear integration plan for datasets. Consider using simpler tools for initial analysis to validate methods. |
| 5 | Because limited resources or personnel may hinder project progress (cause), the team may struggle to meet deadlines (condition), leading to rushed analysis and incomplete findings (conclusion). | 0.50 | 0.50 | 0.250 | Project Manager | **Mitigate** – Develop a detailed project plan with resource allocation, and regularly monitor progress to identify and address resource constraints proactively. Consider hiring temporary help if needed. |
| 6 | Because the effectiveness of policy recommendations may not be guaranteed (cause), there is a risk that suggested policies may fail to mitigate identified disparities (condition), resulting in little impact on gender equity (conclusion). | 0.50 | 0.25 | 0.125 | Research Analyst | **Mitigate** – Base policy recommendations on thorough data analysis and validation with stakeholders. Engage with experts to refine proposals and ensure they are evidence-based and actionable. |
| 7 | Because team members may have conflicting schedules (cause), coordination for meetings and collaborative work might be challenging (condition), leading to communication breakdowns and delays (conclusion). | 0.25 | 0.50 | 0.125 | Project Manager | **Mitigate** – Use collaborative tools (like Slack, Trello, or Microsoft Teams) to facilitate communication. Schedule meetings in advance and set clear agendas to maximize efficiency. |
| 8 | Because unexpected external factors (e.g., regulatory changes, economic shifts) can arise (cause), the project might need to pivot or adjust its focus (condition), leading to scope creep and potential delays (conclusion). | 0.50 | 0.25 | 0.125 | Project Manager | **Accept** – Regularly review external factors and maintain flexibility in project plans. Develop a contingency plan to adapt quickly to changes as needed without losing focus. |
| 9 | Because team members may lack familiarity with the healthcare industry's nuances (cause), the project could misinterpret critical data points or trends (condition), leading to inaccurate conclusions (conclusion). | 0.50 | 0.25 | 0.125 | Business Analyst | **Mitigate** – Provide industry-specific training for team members. Include subject matter experts in the project to guide data interpretation and ensure accurate analysis. |
| 10 | Because the timeline for data collection and analysis may be underestimated (cause), the project could face time constraints (condition), potentially impacting the quality of the deliverables (conclusion). | 0.50 | 0.50 | 0.250 | Project Manager | **Mitigate** – Build buffer time into the project schedule for data collection and analysis phases. Conduct regular timeline reviews to stay on track and adjust as necessary. |
| 11 | Because there is a possibility of low engagement from stakeholders (cause), feedback may not be received in a timely manner (condition), which could lead to misalignment of project goals (conclusion). | 0.50 | 0.25 | 0.125 | Project Manager | **Mitigate** – Schedule regular stakeholder engagement sessions and provide updates on project progress. Use surveys or feedback forms to collect insights and adjust as needed. |
| 12 | Because the team may not effectively communicate project progress and challenges (cause), there could be misunderstandings about responsibilities and timelines (condition), leading to project inefficiencies (conclusion). | 0.50 | 0.50 | 0.250 | Project Manager | **Mitigate** – Establish a clear communication plan that outlines roles, responsibilities, and regular update intervals. Utilize project management tools for transparency. |

**Project Budget**

**-Yash**

* The Project Budget section provides a detailed breakdown of the estimated costs for each deliverable or service related to the project.

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| |  | | --- | | **Deliverable/Service** | | |  | | --- | | **Estimated Cost** | |
| Data collection and mining | $8,000 |
| Data Analysis | $10,000 |
| Data Visualization | $5,000 |
| Report Creation and Recommendation | $7,000 |
| Project Management and Meeting | $3,000 |
| **Contingency Funding (10%)** | **$2,000** |
| **Total Project Cost** | **$35,000** |

* Here's an explanation of each budget item:

1. **Data Collection and Mining ($8,000)**: This cost covers the collection of industry-standard payment records for the medical devices sector and the data mining process to extract relevant details, such as gender, age, payment amounts, etc. It involves gathering, cleaning, and preparing the data to ensure it is suitable for analysis.
2. **Data Analysis ($10,000)**: This allocation is for performing the data analysis to identify gender disparities in payments. It includes conducting statistical tests (e.g., significance tests) to validate findings, as well as analyzing the data to uncover patterns, trends, and disparities related to compensation.
3. **Data Visualization ($5,000)**: This budget is for creating visualizations to effectively communicate the analyzed data. The visualizations will help highlight key trends and disparities, making it easier for stakeholders to understand the results of the analysis.
4. **Report Creation and Recommendations ($7,000)**: This cost covers writing a comprehensive research report that includes findings, policy assessment, literature review, and actionable recommendations to address gender disparities. This report will be the final deliverable provided to the client.
5. **Project Management and Meetings ($3,000)**: This budget item includes the costs associated with managing the project, including planning, organizing, team coordination, and holding meetings with stakeholders to ensure the project stays on track and all objectives are met.
6. **Contingency Funding (10%) ($2,000)**: Contingency funding is included as a precautionary measure to cover any unexpected expenses or risks that may arise during the project. This ensures that the project can still be completed within the budget, even if unforeseen challenges occur.
7. **Total Project Cost ($35,000)**: The sum of all these estimated costs results in a total budget of $35,000, which aligns with the specified budget constraints for the project. The breakdown ensures all aspects of the project are funded appropriately, with flexibility for unforeseen issues through contingency funding.

**Communication Plan**

* **Yash**

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| **Stakeholder** | **Message** | **Purpose** | **Frequency** | **Method** |
| Project Sponsor  (Dooit) | Status Report | Update progress of project | Monthly | E-mail using standard report template |
| Accounts Payable Liaison | Invoices, purchase orders, delivery report | To verify payment is ready to process | Weekly | Original copies delivered via office mail |

**Communication Plan Details:**

**1. Project Sponsor (Dooit)**

**Communication Method:** Email using standard report template

**Details:**

**Content Format:** A formal email will be sent to the project sponsor on a monthly basis. It will include a concise summary of the project's progress in the email body, covering key milestones achieved, current status, and an overview of any challenges or blockers that need attention.

**Attachment:** The email will include a detailed status report attached in PDF format. The report will be created using a standardized template for consistency and easy review.

Sections in the Report:

**Project Summary:** Brief overview of the project scope and goals.

Progress Update: Status of major deliverables, recent accomplishments, and any deviations from the planned timeline.

Challenges and Issues: Summary of key challenges and risks, including mitigation strategies.

**Next Steps:** Planned tasks and milestones for the upcoming month.

Virtual Meeting: If needed, a virtual meeting may be scheduled to discuss the report in greater depth. This will be done through an online platform such as Zoom or Microsoft Teams, providing the sponsor an opportunity for direct feedback and clarifications.

**2. Accounts Payable Liaison**

**Communication Method:** Original copies delivered via office mail

**Details:**

**Document Submission:** Physical copies of all relevant invoices, purchase orders, and delivery reports will be delivered to the Accounts Payable Liaison weekly. The physical delivery ensures the authenticity of these financial documents, which is important for verification and processing.

**Courier or Hand Delivery:** Depending on availability and urgency, the documents will either be hand-delivered to the liaison or sent via a trusted courier service. A receipt acknowledgment will be collected to maintain record-keeping and accountability.

**Email Notification:** Along with the physical copies, an email will be sent to the liaison. This email will include scanned copies of all the documents as a reference. The subject line will clearly indicate the purpose of the email (e.g., "Weekly Submission: Invoices & Purchase Orders for Verification"). This ensures that the liaison can begin reviewing documents immediately, without waiting for the physical copies to arrive.

**Follow-up:** In case of discrepancies or if further details are required, a follow-up email or phone call may be initiated by either party to address issues promptly.