

# Project Management Plan

## Stakeholder Communication

### Meetings

- At the beginning of the project, a meeting with hospital and clinic management, medical staff and staffing agency administrators will be conducted to ask any project-related questions and get better understanding of the subject matter.
- Project results will be delivered during a video meeting.
- Final meeting will be scheduled within a month of the end of influenza season to discuss if all of the project goals were met.

### Calls

Video calls will be held weekly with the relevant stakeholders to discuss the progress of the project and ask any follow-up questions that are necessary for the analysis.

### Written communication

Emails will be sent weekly to update all stakeholders with the status of the project.

### Emergency

If any emergency situation arises, the relevant stakeholders will be informed via email. A video call will be scheduled within next three days to discuss what changes should be applied to the project plan.

## Schedule and Milestones

Week 1 – Analyzing business requirements, asking questions, forming hypothesis, creating data list.

Week 2 – Sourcing and collecting data.

Week 4 – Cleaning data and conducting statistical analysis.

Week 5 – Testing hypothesis and writing insights.

Week 6 – Creating visualization using Tableau tool.

Week 7 – Creating detailed recommendations.

Week 8 – Creating a final presentation including insights and recommendations.

Week 9 – Presenting results to stakeholders during a video call.

### **Project Deliverables**

The final project deliverable will be a presentation of the analysis results to stakeholders during a scheduled video meeting.

### **Audience Definition:**

- Hospitals and clinics using the staffing agency services
- Medical staff: doctors, nurses, physician assistants
- Staffing agency administrators
- Influenza patients

### **Hypothesis**

1. If a person is hospitalized in a state with high density population and low flu-shot rate, the risk of flue death is higher.
2. If a state has higher flu vaccination rate, then the flu mortality rate among vulnerable population is lower.
3. If a state has large population of children under 5 years old, the death rate from flu is higher for this age group.
4. If a person over 65 years is vaccinated and lives in a state with high vaccination rate, the risk of flue death is lower.

### **Data Wishlist**

1. Vaccination status for different age groups across states.
2. Population by age across all states.
3. Flu deaths counts by age in different states.
4. Flu vaccination rates across states.