

Group Assignment: Recommendations for a Three-Year Strategic Plan

Issued: Tuesday, February 06, 2024

Memo Due: Tuesday, February 13, 2024, by 11:59 PM

Assignment Due: Wednesday, March 27, 2024, by 3:30 PM

1. Objectives

This group assignment is worth 20% of your grade.

By completing this report, you will develop a deeper understanding of health informatics, upcoming issues, and trends. You will also gain practice writing and referencing in an academic format. Working in teams is common in healthcare. For this assignment you will work in randomly assigned teams to gain experience with interpersonal dynamics.

There are **two** deliverables for this assignment:

- (a) a 250 to 300-word **memo** and work plan due Tuesday, February 13, 2023, and
- (b) a 7 to 10-page **report** due Wednesday, March 27, 2024.

1.1. Setting the Scene

Your team is working for a health informatics department within the Health Authority. An executive director has asked your team to develop a report which outlines three recommendations that the department should consider within their upcoming three-year strategic plan. The recommendations need to be based on current evidence-based informatics research.

1.2 Choose a Topic

As your team operates within a large Health Authority your department oversees the following program areas:

- User Experience (UX) Testing
- Usability Testing
- Consumer Health Informatics
- Public Health Informatics
- Electronic Health Records
- Privacy and Security
- Mobile Health Applications
- Multimedia Medical Information Systems
- Decision Support Systems
- Networked Systems
- Wearable Health Applications
- Bioinformatics
- Have another topic in mind? Ask

Each group is asked to choose **one topic** from the list shown above. Your group's chosen topic must include three recommendations. Collaborate between group leaders not to choose the same topic.

2. Deliverables

2.1 Memo (250–300 words) (NO MARKS)

- Title of your report
 - Group Name (if you choose to have a group name)
 - List of group members
 - Briefly describe your topic area
 - List one to three initial recommendation(s)
 - Your work plan details (bullet points format is acceptable)
 - Where / How you will meet (be specific)
 - How often your group will meet (e.g., weekly)
 - What technology you will use to collaborate.
 - How is responsible for what?

The intent of the Memo is to meet with your group and get the project started. The secondary goal is to ensure that every group is doing unique work with minimal crossover. Do not start your main report until you receive approval for the Memo from your instructor. The Memo is due by the end of day: Tuesday, February 13, 2024.

2.2 Main report (7-10 pages) – 20% of final grade

- The 7 pages (single-spaced) of the report are **excluding** title page, graphs, tables, and references.
- You can use as many graphs, tables, and references as you wish to support your report.

Your report must contain:

- The title page should contain:
 - Title of your report
 - Group Name
 - List of group members
 - Date submitted.
- Describe the background, history, prior examples of your topic area. (1 pages?)
- List your three recommendations.
- Describe your recommendations, using appropriate [references](#) (APA). (2 pages?)
 - Don't forget to cite tables and figures!
- Discuss and justify your recommendations. (3 pages?)
- Create one or two figures that illustrate some aspect of your recommendation(s)
- Briefly conclude the paper (1 page?)
- References

The Main Report is due Wednesday, March 27, 2024, by 3:30 PM

2.3 Style and Formatting Requirements

Marks will be deducted if the following requirements are not met:

- Write clearly and concisely.
- Use correct grammar and avoid spelling errors.
- Be aware of accidental plagiarism.
- Most of the report's content should be in full sentences; but some bullet points are acceptable.
- Content should be single-spaced, with effective use of headings.
- Font: 12pt. Times or Calibri, length is 7 to 10 pages maximum excluding title page, table(s), figure(s), and references.
- Table(s) and figure(s) must have captions and must be referred to in the text.
- Number all pages.
- Acceptable format: save the final report as a word document (DOCX file).
- Use the American Psychological Association (APA) reference style.
- Add a reference section at the end of your report.

3. Submitting your work

Use the Group Assignment link on Brightspace to submit your work. The

Memo is due Tuesday, February 13, 2024. The main report is due Wednesday, March 27, 2024, by 3:30 PM

- Submit your Memo to Brightspace.
- Submit one Word document for the main report to Brightspace.
- Name your report as follows: Group X – HINF 130.docx

Hints: Can use a template such as one for the [APA term paper style](#)

Strongly suggest using a [citation manager](#)
