|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Responsible | Accountable | Consulted | Informed |
| Project Activities | | | | |
| Information Gathering Activities | | | | |
| Identifying & Engaging Stakeholders |  |  |  |  |
| Establishing & Communicating Project Vision |  |  |  |  |
| Legal & Governance Analysis |  |  |  |  |
| Current State / Environment Analysis |  |  |  |  |
| Planning Activities | | | | |
| Business Architecture (Requirements, Processes, Use Cases, etc.) |  |  |  |  |
| Information Architecture (Minimum Dataset, Standards, Identification) |  |  |  |  |
| Technical Architecture (Operational Environment, Integration, Enhancements, etc.) |  |  |  |  |
| Project Planning & Budget Development |  |  |  |  |
| Obtaining Commitment to Plans |  |  |  |  |
| Development & Integration Activities | | | | |
| Customization of Software |  |  |  |  |
| Establish / Control Development Environment |  |  |  |  |
| Integration Activities |  |  |  |  |
| Validation / Testing |  |  |  |  |
| Deployment Activities | | | | |
| Hardware/Software Procurement & Purchasing |  |  |  |  |
| Physical Installation & Setup |  |  |  |  |
| Software Installation & Setup |  |  |  |  |
| Qualification & Validation |  |  |  |  |
| Rollout Activities | | | | |
| Training Materials Development |  |  |  |  |
| In-Clinic Setup (Devices, Software, Validation, etc.) |  |  |  |  |
| Training of Trainers Delivery |  |  |  |  |
| Privacy and Security Validation |  |  |  |  |
|  |  |  |  |  |
| Operational Activities | | | | |
| Software Helpdesk / Ticketing |  |  |  |  |
| Software Maintenance (APIs, Integrations, etc.) |  |  |  |  |
| Data Maintenance (Reports, Backups, DBA activities) |  |  |  |  |
| Hardware Maintenance (Tablets, Laptops, Servers, etc.) |  |  |  |  |
| Support Activities | | | | |
| Meeting & Event Coordination |  |  |  |  |
| Project Management & Coordination |  |  |  |  |
| Budgeting & Funding |  |  |  |  |