**PROJECT**

**PLAN**

Social Hygiene Clinic and Wellness Center Electronic Clinical Database for Sexually Transmitted Infection Prevention and Control Service

February, 2016

**GENERAL INSTRUCTIONS**

*As the project progresses, the Project Plan should be reviewed and updated as necessary at the end of each of the System Development Methodology (SDM) phases (i.e., the Initiate Project Phase, the Define System Phase, the Design System Phase, the Build System Phase, the Evaluate System Phase and the Operate System Phase). Documentation should be updated with actual (as opposed to estimated) dates and costs as the acquisition process becomes more defined.*

*A Lessons Learned Report should also be developed, evaluated and updated (at the end of each phase) and maintained throughout the project lifecycle. This report will serve both as a management review tool and as a problem mitigation tool for the current as well as future projects.*

**TAILORING GUIDELINES**

For some projects, it may be necessary to tailor the project plan template. In the event that a section or several sections do not apply, include a statement to indicate that the section or sections do not apply along with a justification statement (e.g., “Sections 1.2 through 1.6 are not applicable to this project. This project does not…”). In the event that the project plan template does not provide coverage for a particular project activity, add a section to the project plan in the appropriate location.

**Revision Sheet**

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| **Release No.** | **Date** | **Revision Description** |
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|  | **Project Plan Authorization**  **Memorandum** |

I have carefully assessed the Project Plan for the (System Name). This document has been completed in accordance with the requirements of the System Development Methodology.

MANAGEMENT CERTIFICATION - Please check the appropriate statement.

\_\_\_\_\_\_ The document is accepted.

\_\_\_\_\_\_ The document is accepted pending the changes noted.

\_\_\_\_\_\_ The document is not accepted.

We fully accept the changes as needed improvements and authorize initiation of work to proceed. Based on our authority and judgment, the continued operation of this system is authorized.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

VERONICA BEA O. SEBASTIAN DATE

Project Leader

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME DATE

Operations Division Director

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NAME DATE

Program Area/Sponsor Representative

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NAME DATE

Program Area/Sponsor Director

**PROJECT PLAN**

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**1.0 GENERAL INFORMATION**

# GENERAL INFORMATION

## 1.1 Purpose, Scope, and Objectives

The project aims to:

1. To develop an electronic clinical database for STI services in Paranaque City.
2. To decrease the numbers of hours spent in recording patient’s information by SHC staff by at least 50%.
3. To decrease the numbers of hours spent by SHC staff by at least 50% in generating monthly, quarterly and annual reports.
4. To decrease the waiting time of patients in availing STI services by at least 50%.
5. To decrease the time exerted by health staff during retrieval of records of previous patients by at least 50%.

*Scope*

The Social Hygiene Clinic and Wellness Center Electronic Clinical Database project will be implement in Paranaque City within the project period among patient and commercial sex workers working at night establishments, massage parlors, and other establishments alike. The project will only include information on the 3 basic services offered by the SHC including health center application, HIV voluntary counseling and testing and STI consultation.

## 1.2 System Overview

The development of the Social Hygiene Clinic and Wellness Center Electronic Clinical Database for Sexually Transmitted Infection Prevention and Control Services is being undertaken to improve the current system of recording and reporting in the facility which may directly impact on the quality of services offered by the clinic. Computerization of records will benefit the health staff as well as the client of SHC. Through faster retrieval of records of previous patients, health staff will be able to serve more patients in a given time. On the part of the patients, waiting time are expected to decrease and will eventually lead to a much satisfied customer of the facility. Patient or customers who are satisfied and receified and received quality services are expected to follow-up regularly and comply with the requirements as stated in the Sanitation code. The more efficient recording system will also enable the facility to keep track of patients who are lost to follow-up.

The efficient recording system that may be produced by this project will also translate to a much better reporting of accomplishments. The project is expected to produce a more accurate report as compared to the old system of paper-based reporting. Timeliness of submission of report is also expected to improve since less time is now needed to prepare the report.

## 1.3 Contacts

Identify the person or title and location (include the exact mailing address) of key personnel involved with this project. This list includes:

1. Darius J. Sebastian (Medical Officer V)

Email: darius\_314@yahoo.com

## 1.4 Project References

Identify any existing regulations, standards, documents, etc., that are pertinent to the project. These include, but are not limited to:

1. Needs Statement
2. Feasibility Study
3. Cost/Benefit Analysis
4. Risk Assessment
5. Configuration Management (CM) Plan
6. Quality Assurance (QA) Plan
7. System Support Plan
8. Training Plan

## 1.5 Relationship to Other Projects

The project has no relationship to other projects.

## 1.6 Organizational Interfaces

As stated above, the project has no relationship to other projects, therefore, there is no organization that is needed here.

## 1.7 Acronyms and Abbreviations

Table 1-1. Acronyms and Abbreviations

|  |  |
| --- | --- |
| **Acronym/Abbreviation** | **Definition** |
| SHC | Social Hygiene Clinic |
| HIV | Human Immunodeficiency Virus |
| VCT | Voluntary Counseling and Testing |
| STI | Sexually Transmitted Infection |
| CSW | Commercial Sex Worker |

**2.0 PLANNED ACTIVITIES, EVENTS, AND DELIVERABLES**

# PLANNED ACTIVITIES, EVENTS, AND DELIVERABLES

The first goal of the Clinical Database and system that we are developing is to improve the accuracy and efficiency of every data that they would gather. For starters, our system would drastically change the way how the Clinic's social workers would work. With the new database the way they store their data would be faster and would lessen the redundancy which is a common problem for the clinic. The system that we are developing is a low profile software that does not require the highest spec'd computers but it does not sacrifice security.

**3.0 RESOURCES**

# RESOURCES

## 3.1 Roles and Responsibilities

Project Manager – responsible for the successful beginning of the project, plan, designs, implementation, managing and monitoring the project until the end of the project.

Project Developer – responsible for giving an idea on how to construct the project.

Project Editor – responsible for managing, creating, and printing the documentation of the project.

|  |  |
| --- | --- |
| **Name** | **Role** |
| Veronica Bea Sebastian | Project Manager/Developer/Editor |
| April Rose Intia | Project Developer/Editor |
| Hannah Mae Malones | Project Developer/Editor |
| Karl Joseph Dela Cruz | Project Editor |

## 3.2 Labor Categories

Identify the labor categories that will be use through the duration of the project. State the number of resources needed for each labor category.

## 3.3 Budget Estimates and Total Costs

State the budget estimates and total costs for each of the following categories.

### 3.3.1 Estimates and Costs for Labor Categories

Provide the budget estimates and total costs for each labor category listed in section 3.2, *Labor Categories*.

### 3.3.2 Estimates and Costs for Capital Investments

Provide the budget estimates and total costs for each planned capital investment (e.g., hardware).

### 3.3.3 Estimates and Costs for Equipment Rental

Provide the budget estimates and total costs for any planned equipment rental.

### 3.3.4 Estimates and Costs for COTS Software

Provide the budget estimates and total costs for any planned commercial off-the-shelf (COTS) software.

### 3.3.5 Estimates and Costs for Operating Costs

Provide the budget estimates and total costs for any planned operating costs (e.g., equipment lease, space, supplies, travel, other operating expenses).

### 3.3.6 Estimates and Costs for Government Services

Provide the budget estimates and total costs for any planned use of government services.

rocenoelle.hipolito@gmail.com

**4.0 TECHNICAL APPROACH**

# TECHNICAL APPROACH

## 4.1 Methods and Techniques

Planning Phase

* Gathering of ideas for the system that would further improve the system for the ease of use the Social Workers of the clinic.

Analysis Phase

* Creating diagrams to see a clearer view of the system. We used Microsoft Visio to draw the diagrams that are needed for the better understanding of the system.

Design Phase

* This one of the longest phases of the process in developing the system. We develop the codes for the system. Finalizing all the requirements given. Sticking to the business requirements as we give life to the system. Using Microsoft Visual Studio as our main tool.

Testing Phase

* With this phase we scanned the system for possible errors for the system. By using the system with the other Social Workers for us to know on what other features that we may add to further improve the productivity of the workers.

Implementation Phase

* This the part where the system will be used by the social workers. Collecting feedbacks and comments from them in order to maintain 100% usability of the system. This is also a good source to know whether the system that we have developed is really a big benefit for them which we know it is.

Maintenance Phase

* This the part where we basically go back to planning and developing phase where we would know what to improve on and to address any existing problems.

## 4.2 Environment

The Social Hygiene Clinic and Wellness Center Electronic Clinical Database for Sexually Transmitted Infection Prevention and Control Services will be deployed within one clinic in Paranaque in its initial launch to see whether the system will indeed improve the clinics overall performance and productivity. The system will only run locally and it will not be hosted or accessed online to further improve the security of the system as the records that it bare is considered confidential. The only way to know other patients record from different municipalities is by contacting their place of origin where the patient resides. As stated above that the system is only accessible locally, the patients’ records will only be generated on their place of origin or where they reside.

**APPENDIX A PROJECT SCHEDULE**

Provide a project schedule of all planned activities and events (i.e., work breakdown structure [WBS]). **Use the HUD standard WBS described in Appendix F of the System Development Methodology.** The topics indicated below for each phase should be considered during the development of the schedule.

**Note:** This schedule should be reevaluated and updated as necessary throughout the project lifecycle; at a minimum, the schedule should be reevaluated and updated at the end of each of the SDM phases: the Initiate Project Phase, Define System Phase, Design System Phase, Build System Phase, Evaluate System Phase and Operate System Phase.

Initiate Project Phase:

1. Define need
2. Perform needs assessment and document results (Needs Statement)
3. Develop Project Plan
4. Create project schedule
5. Perform feasibility study and document results (Feasibility Study)
6. Perform cost/benefit analysis and document results (Cost/Benefit Analysis)
7. Perform risk analysis and document results (Risk Analysis)
8. Prepare and complete I-TIPS submission
9. Record system decisions (System Decision Paper)
10. Develop Quality Assurance Plan
11. Develop Configuration Management Plan
12. Develop Risk Management Plan
13. Perform formal review of all deliverables
14. Perform quality assurance activities
15. Perform change control activities
16. Develop Lessons Learned Report

Define System Phase:

1. Initiate and document acquisition and support activities (System Support Plan)
2. Determine and document functional requirements (Functional Requirements Document)
3. Determine and document data requirements (Data Requirements Document)
4. Develop system security plan and document (System Security Plan)
5. Develop system audit strategy and document (Internal Audit Plan)
6. Update System Decision Paper
7. Update Project Plan
8. Perform formal review of all deliverables
9. Perform quality assurance activities
10. Perform change control activities
11. Update Lessons Learned Report

Design System Phase:

1. Develop and document system/subsystem specifications (System/Subsystem Specifications)
2. Develop and document database specifications (Database Specifications)
3. Develop and document program specifications (Program Specifications)
4. Identify and document computer hardware and software support requirements
5. Continue acquisition and support planning activities
6. Update System Support Plan
7. Develop and document system testing strategy (Verification, Validation and Test [VV&T] Plan)
8. Update audit strategy (Strategy Plan)
9. Determine training approach (Training Plan)
10. Update System Decision Paper
11. Update Project Plan
12. Perform quality assurance activities
13. Perform formal review of all deliverables
14. Perform change control activities.
15. Update Lessons Learned Report.

Build System Phase:

1. Develop and document installation and conversion plan (Installation and Conversion Plan)
2. Acquire and install development and test site system components
3. Develop database
4. Develop computer programs
5. Integrate database and programs
6. Develop Test Analysis Report
7. Develop operation and maintenance manuals
8. Finalize and document test strategy (VV&T Plan)
9. Complete training documentation (Training Plan)
10. Update system audit strategy and associated Internal Audit Plan
11. Update System Decision Paper
12. Update Project Plan
13. Perform formal review of all deliverables
14. Perform quality assurance reviews
15. Perform change control activities
16. Update Lessons Learned Report

Evaluate System Phase:

1. Perform system acceptance test and document results (Test Results and Evaluation Report)
2. Finalize Installation and Conversion Plan
3. Update system audit strategy and associated Internal Audit Plan
4. Update System Decision Paper
5. Update Project Plan
6. Perform formal review of all deliverables
7. Perform quality assurance reviews
8. Perform change control activities
9. Update Lessons Learned Report

Operate System Phase:

1. Coordinate release testing and subsequent pilot and production releases.
2. Install system at pilot site and produce Pilot Test Report
3. Conduct training
4. Install system at production site
5. Run system in production environment
6. Finalize Project Plan
7. Perform formal review of all deliverables
8. Perform quality assurance reviews
9. Perform change control activities
10. Finalize Lessons Learned Report

**APPENDIX B LESSONS LEARNED REPORT OUTLINE**

**TO BE PROVIDED BY EACH PROJECT**