Project management plan (task 1.3)

Stakeholder communication: Preparing for Influenza Season

Stakeholder should be aware of everyone who is involve in this project, so that they can communicate the project progress and findings to any relevant parties. This should involves sending regular project status updates catered to the different needs of the stakeholders, usually in the form of meetings, calls, or emails. They should also include emergency plan, in case our project encounters unexpected delays. For this we need immediate communication, and emailing is the fastest way to communicate in emergency situations.

1. MEETINGS (WITH ALL STAKEHOLDERS):
- Medical agency frontline staff (nurses, physician assistants, and doctors)
- Hospitals and clinics using the staffing agency's services
- Influenza patients
- Staffing agency administrators

At the beginning of the project , during first meeting all the necessary documents will be mentioned by stakeholders to discuss all the necessary outputs for the analysis.
Some stakeholders can decide the directions , dimensions and limitations of a project. They can have conference call together with the decision makers to have better context of intervention program .
We can collect historical data with the help of staffing agency , no communication is needed with the influenza patients. We only need their consent for privacy and ethics related questions for using their information.
After a month we held a meeting to discuss whether the project met its goals and whether there are any remaining questions or future steps to take.

2. CALLS:
Weekly calls are held to update stakeholders on the status of the project and answer any questions they have until the staffing program launched .

3. WRITTEN COMMUNICATION:
Starting in week twelve or until the influenza wave ends, send monthly emails and newsletters with updates on the project progress to everyone.

4. EMERGENCY/CONTINGENCY PLAN:
Use the contingency plan that should be created and agreed upon by myself and the stakeholders in case of emergency. Any emergency issues are communicated via email with a conference call scheduled within three days.

5. SCHEDULE AND MILESTONES:
Sometimes it refers to the completion of a specified task. some common milestones include the completion of a data sourcing or collection phase, the preparation of the data, the completion of a statistical analysis, and some form of final stakeholder presentation.

1. Planning: create the project management plan and identifies the accessibility and limitations of a project , and discuss the ethical and privacy issues.
2. Design: assumptions can be used to create hypothesis. Use tools to design the project.
3. Determine Data Source: Explain the data sets that will be used in the project.
4. Data Integrity: Clean the data sets and eliminate any possible bias with accuracy and reliability in dataset.
5. Data Integration: organise data by using set of rules and methods so that the dataset can be user-friendly.
6. Statistical Analysis: Use the measures created to determine deviation, correlation.

7. Hypothesis Testing: Test the hypotheses on the statistical data created from the previous week.
8. Consolidate Data: Summarize the findings and use them in the appropriate context for the stakeholders to understand.
10 Visualize Data: Create visualizations of the data that make it easy for the stakeholders to better understand.

6. PROJECT DELIVERABLES:
Present the project result of a hypothesis with the powerPoint presentation and deliver the finding through dashboard(Tableau) and report(pdf).

7. Audience Definition:
Medical staff (doctors, assistances, nurses) : a higher level of data-proficiency and familiarity with jargon.
Hospitals and clinics using the staffing agency's services : a higher level of data-proficiency and familiarity with jargon.
Influenza patients: a lower level of data-proficiency and familiarity with jargon.
Staffing agency administrators: a higher level of data-proficiency and familiarity with jargon.
Some stakeholders have lower level of data-proficiency and familiarity with jargon, the presentation should include extra explanation for everything.

FORMING A HYPOTHESIS:

- If you are more than 60 year then the risk that you will be infected with influenza or can die.
- If the state has large population then the need of staff should be high.
- If the state has large population then the influenza cases are high .
- If a state have more vaccinated people then the state should have less flu cases and less death rate.
- If people already in vulnerable populations, then they develop serious complications and end up in hospital.

DATA WISHLIST:

- If people already in vulnerable populations, then they develop serious complications and end up in hospital.
    - The number of deaths caused by influenza.

- The ratio of the elderly to the total population.
- Influenza deaths by age, gender, time, geographic.
- Population of a particular state.