PIIM

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Project Management Plan

W81XWH1120025: Visual Dashboard and Heads-up Display of Patient Conditions

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1. OVERVIEW

This document outlines the Project Management Plan for the following project: Visual Dashboard and Heads-up Display of Patient Conditions (W81XWH1120025). Included in this document is information about the process, procedures, schedule, and other items relevant to the successful management of this project and submission of its deliverables. This plan is being submitted to the Telemedicine and Advanced Technology Research Center (TATRC) and represents what the Parsons Institute for Information Mapping (PIIM) believes to be the best path forward to successfully complete this project. This plan may be modified or revised during the course of the project.

2. PROJECT OBJECTIVES

The objective of this project is to design and engineer a prototype for a visual dashboard and heads-up display of patient conditions to be utilized in a Patient Centered Medical Home (PCMH). The dashboard will supplement the existing Department of Defense (DOD) Electronic Health Record (EHR), the Armed Forces Health Longitudinal Technology Application (AHLTA). The visual dashboard will demonstrate the following key attributes and functionalities:

1) "Secure Messaging" for and between healthcare providers and patients
2) "Patient Portal" supporting patient-driven preventative care and provide educational resources
3) "Provider Portal" that supports collaborative, team-based care and clinical decision support
4) "Administrators Portal" that provides insight into and supports improvement of clinical and performance measurements
5) Integration with other healthcare systems such as a "Check-in Kiosk" and EMR system(s)
6) Customization of appearance and content within user views.

Work towards this objective will be carried out by PIIM with collaboration and input from the National Naval Medical Center (NNMC) supporting the effort. TATRC will provide government oversight.

Key deliverables of this project include:

1) Project Management Plan
2) Information Strategy Volume
3) Graphic User Interface (GUI) Design Volume
4) Engineering Volume
5) Assessment Volume
6) Technology Prototype
7) Quarterly and Annual Status Reports

3. KEY PROJECT ASSUMPTIONS

1) The technology prototype will be for demonstration purposes only and is not intended for a production environment
2) Data, content, and information contained in the prototype does not need to come from third party or other systems
3) Data, content, and information contained in the prototype does not need to currently reside in existing systems
4) Features and functionalities prototyped can be synchronized with external systems (e.g. AHLTA, Check-in Kiosk, etc.) as defined in the prototype
5) Subject Matter Experts (SMEs) from NNMC and TATRC will provide feedback on prototype at regular intervals as defined in the project schedule

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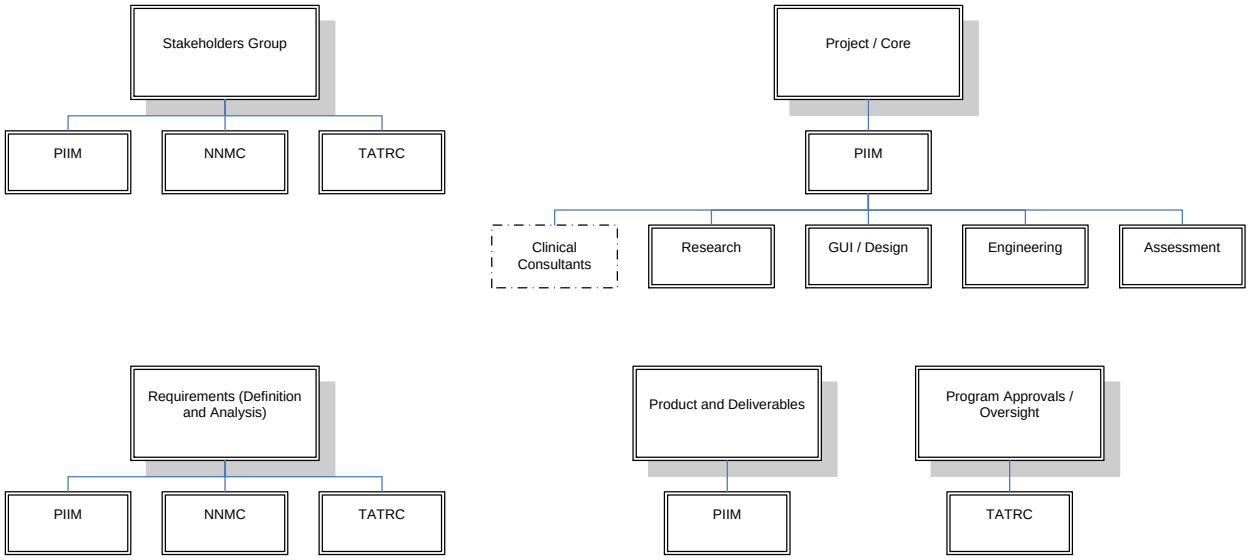
6) Not all features will be fully specified at each quarterly deliverable
7) Feature modification/removal can be approved at any time
8) Application will run in a Flash container and demonstrated in a web browser or desktop environment
9) Database integration and middleware services are not required
10) No integration with external system(s) is required
11) The prototype will support only the English language
12) GUI design does not need to pass Section 508 accessibility guidelines
13) Change requests for features or processes may modify the original schedule
14) Requirements are assumed to be approved if not disapproved within defined schedule review period
15) Deliverables are assumed to be accepted unless communicated by TATRC otherwise

4. COMMUNICATIONS AND TEAMS OVERVIEW



5. WORK BREAKDOWN STRUCTURE (WBS)

This project's Work Breakdown Structure (WBS) is developed as a product-based breakdown. Please see Appendix A: Work Breakdown Structure (WBS).

6. PRODUCT DEVELOPMENT PLAN

PIIM has assessed the work breakdown structure for this project and has identified the following characteristics and overall methodologies to guide our work. The information below is organized per the teams identified in the WBS.

GUI Design Methodology

This project will produce demonstrations of multiple functionalities within multiple portal environments. As such, the GUI Design workflow will require identification of requirements, research of best practices, and design and user experience production for each functionality within each portal. The GUI Design team will utilize a predominantly Waterfall-based approach during its requirements definition and analysis

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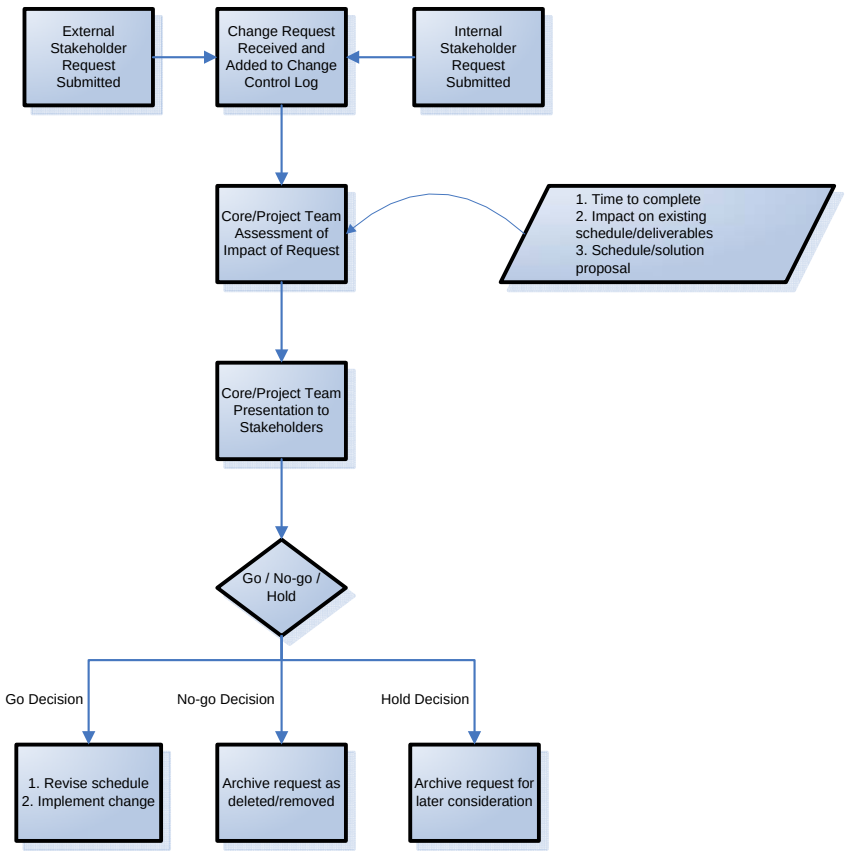
tasks and perform its wireframing, GUI design, and user experience design tasks in an Iterative manner. This mixture of both Waterfall and Iterative processes will allow the GUI Design team to establish a concrete foundation of understanding for each functionality while also allowing for creative design and refinement of its design implementation.

Engineering and Software Development Methodology

The Engineering team will utilize as the start of its work the GUI Design deliverables for each functionality within each portal. Taking these GUI Design elements the Engineering team will conduct its preliminary design and assessment work before beginning the engineering of those components and functionalities. The Engineering team will engage a Waterfall-based method for its analysis and design efforts and transition into an Iterative approach during test case development, component/functionality engineering, and QA. This mixture of both Waterfall and Iterative processes will allow the Engineering team to perform formal assessment and design activities while remaining fluid during programming and deployment.

Change Control Process

PIIM has identified a change control process that will accommodate change requests from the project's external Stakeholder group (e.g. TATRC and NNMC) and internal Stakeholder group (e.g. PIIM). This change control process will govern requests for new features and functionalities and revisions to prototyped/demonstrated functionalities as well as identified defects and resolutions. The change control process for this project is defined as:



Change Control Process Assumptions

PIIM assumes the following in the definition of its Change Control Process:

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1) Assume that requested changes can be implemented immediately, in any future quarterly deliverable/milestone, or at the end of the project period of performance
2) All change requests – regardless of delivery method – will be logged into the collaboration portal or a similar change request log/system
3) Change requests can come from any of the following groups: TATRC, NNMC, PIIM (team and clinical consultants)
4) Defects identified after each formal, quarterly QA review will be considered change requests

7. KEY RISKS

1) Timely receipt of end-user, stakeholder, and clinical consultants' feedback to deliverables and prototypes
2) Administrator Portal requirements and feature set have not been fully identified
3) Timely receipt of feedback on requirements from stakeholders (TATRC/NNMC)
4) Lack of clarity on the features, interactions into, and sources of content for the Educational Resources within the portals
5) Ability to identify and hire the necessary new personnel to support this project
6) Scope creep and/or downstream affect of proposed changes to portal features and functionalities
7) Assumptions made within the Project Management Plan are acceptable
8) IT infrastructure (internet, services, servers, etc) will be live and available for demonstrations and continued interaction with end-users, stakeholders, and clinical consultants

8. PROJECT GANTT CHART

Please see Appendix B: Project Gantt Chart.

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Appendix A: Work Breakdown Structure (WBS)

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Appendix B: Project Gantt Chart

Please visit http://piim.newschool.edu/clients/TATRC/JPC to download the MS Project File for this project.