

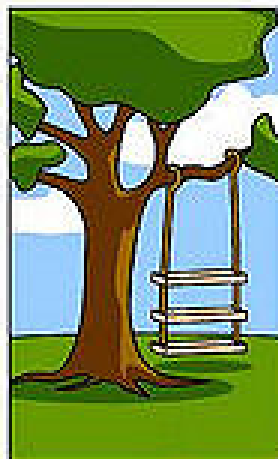
Managing Informatics Projects

AITT Webinar 1, 2/12/2019

Bonny Lewis Van PhD, FAACC, HCLD(ABB)



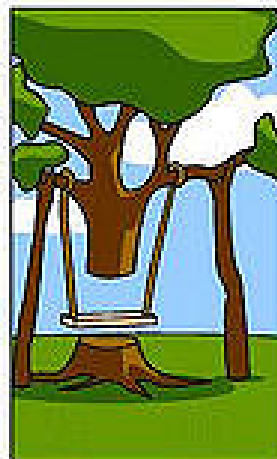
Council of State and Territorial Epidemiologists



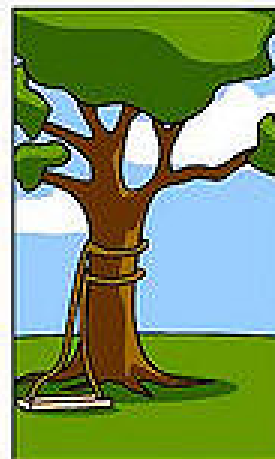
How the customer explained it



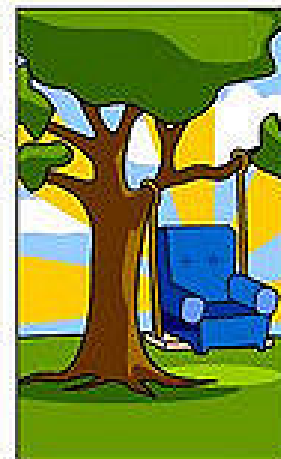
How the Project Leader understood it



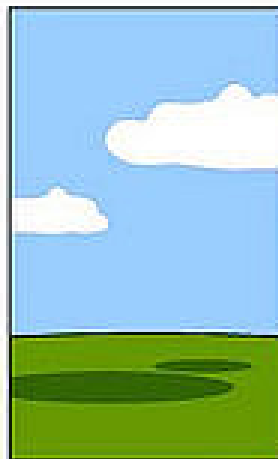
How the Analyst designed it



How the Programmer wrote it



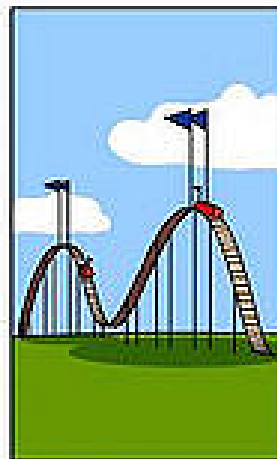
How the Business Consultant described it



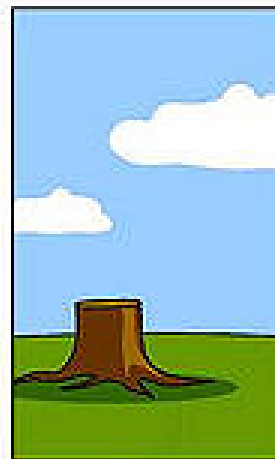
How the project was documented



What operations installed



How the customer was billed



How it was supported



What the customer really needed

Webinar Overview



- high-level overview of project management
- brief introduction to several widely used project management methods

Objectives



Create draft
informatics
project plan



Describe
requirements
development
process



Describe
factors that
impact project
feasibility



Understand
importance and
types of project
communication
documents

Pre-work Review



Put the following pre-project planning steps in order



Identify Team and Roles



Risk Identification and Management Plan



Define Success Measures



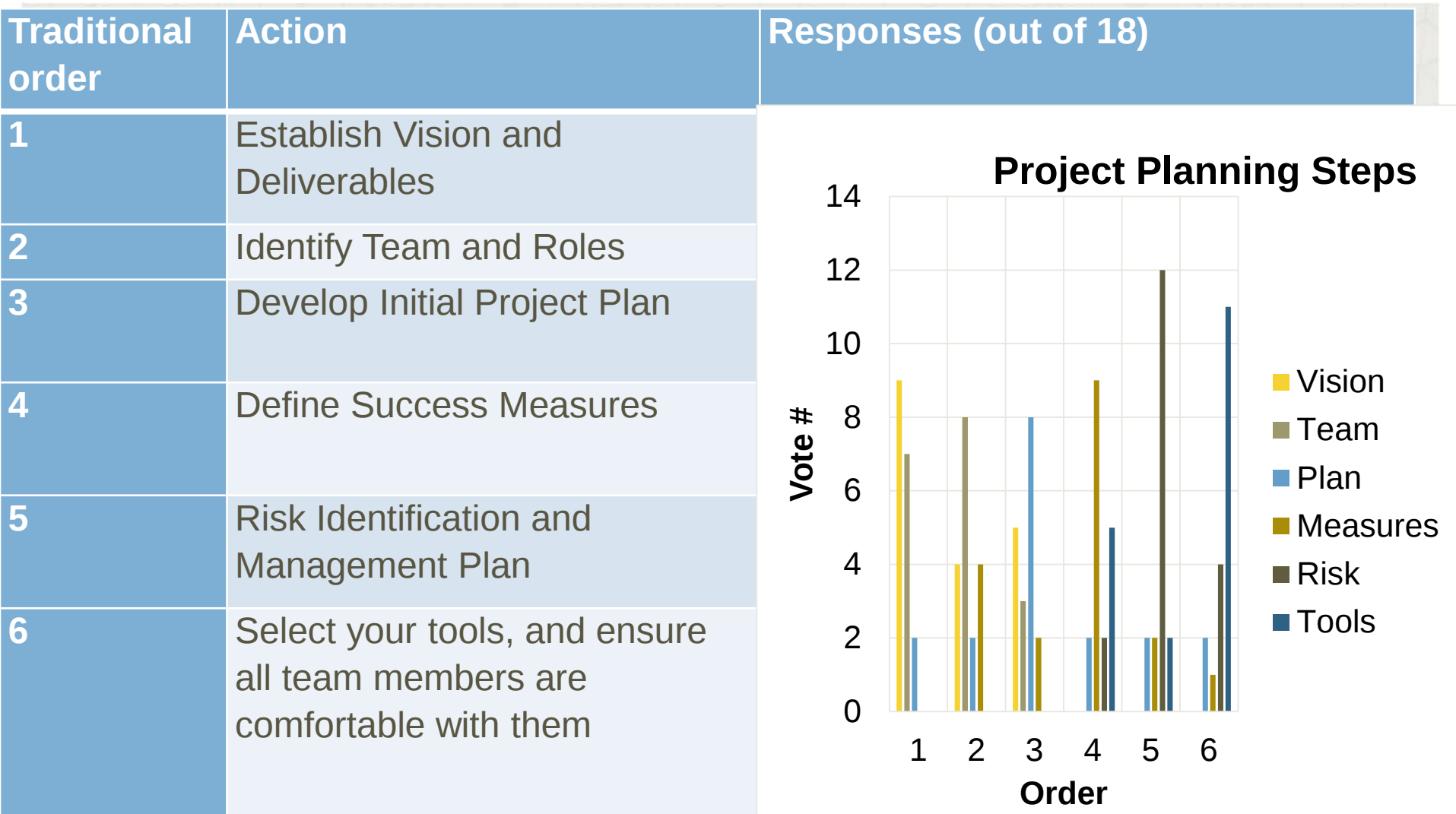
Select your tools, and ensure all team members are comfortable with them



Develop Initial Project Plan



Establish Vision and Deliverables



Webinar Breakdown



1

**Project Planning
Overview**

2

**Get Up &
Going**

3

**Keep the Project
on Course**

4

**Rolling Circle
Ending**

Project Planning Overview

When is a project a Project?

Learn your system: communication is essential to success

You don't have to reinvent the wheel

Clearly define roles, and be ready to play any of them



**CHECK
POINT**

1





When does an informatics project become big enough to warrant a project management plan? Select all that apply

- A. When it has more than 1 person
- B. When it has more than 1 department or group
- C. When it requires spending money
- D. When it will last more than a month

Get Going 1



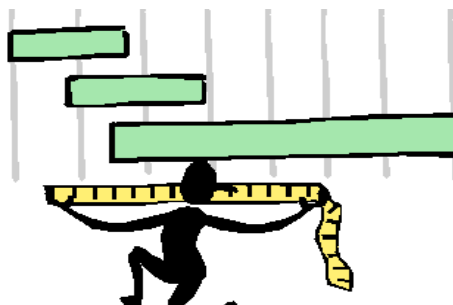
Establish Vision &
Deliverables



Identify Team and
Roles



Develop Initial Plan



Define Success
Measures



Risk ID and
Management



Establish Vision &
Deliverables

Get Going 1



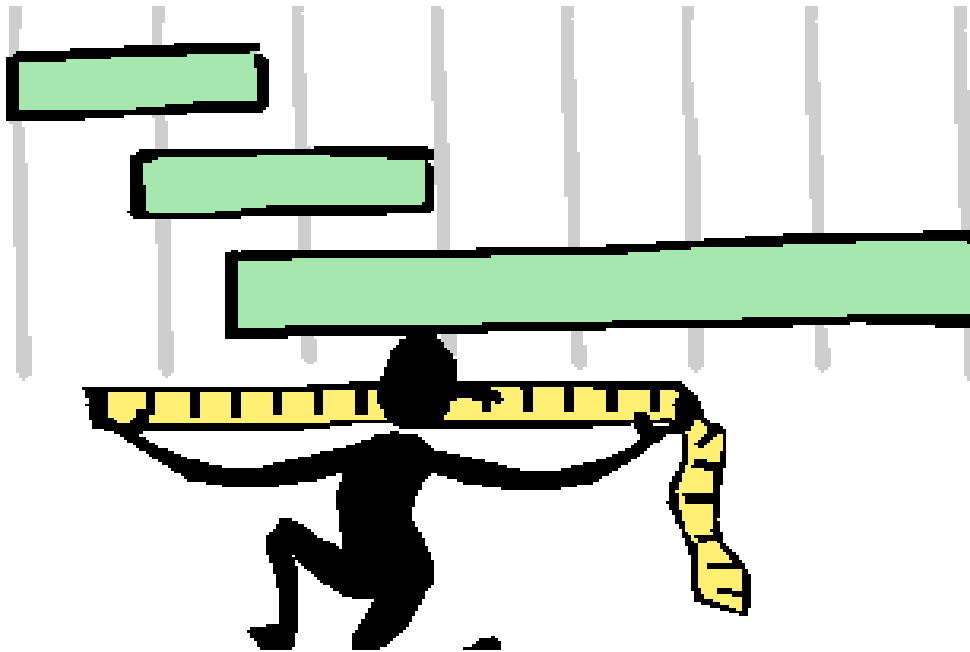
Identify Team and
Roles

Get Going 1



Develop Initial Plan

Get Going 1



Define Success
Measures



Risk ID and Management

Breather...Where are we now?

- ✓ Vision
- ✓ Team
- ✓ Plan
- ✓ Success Measures
- ✓ Risks



Get Going 2



Communication and
Coordination Plan



Outline Project
Process



Select and Train on
Tools



Prepare for Kick-off
Meeting



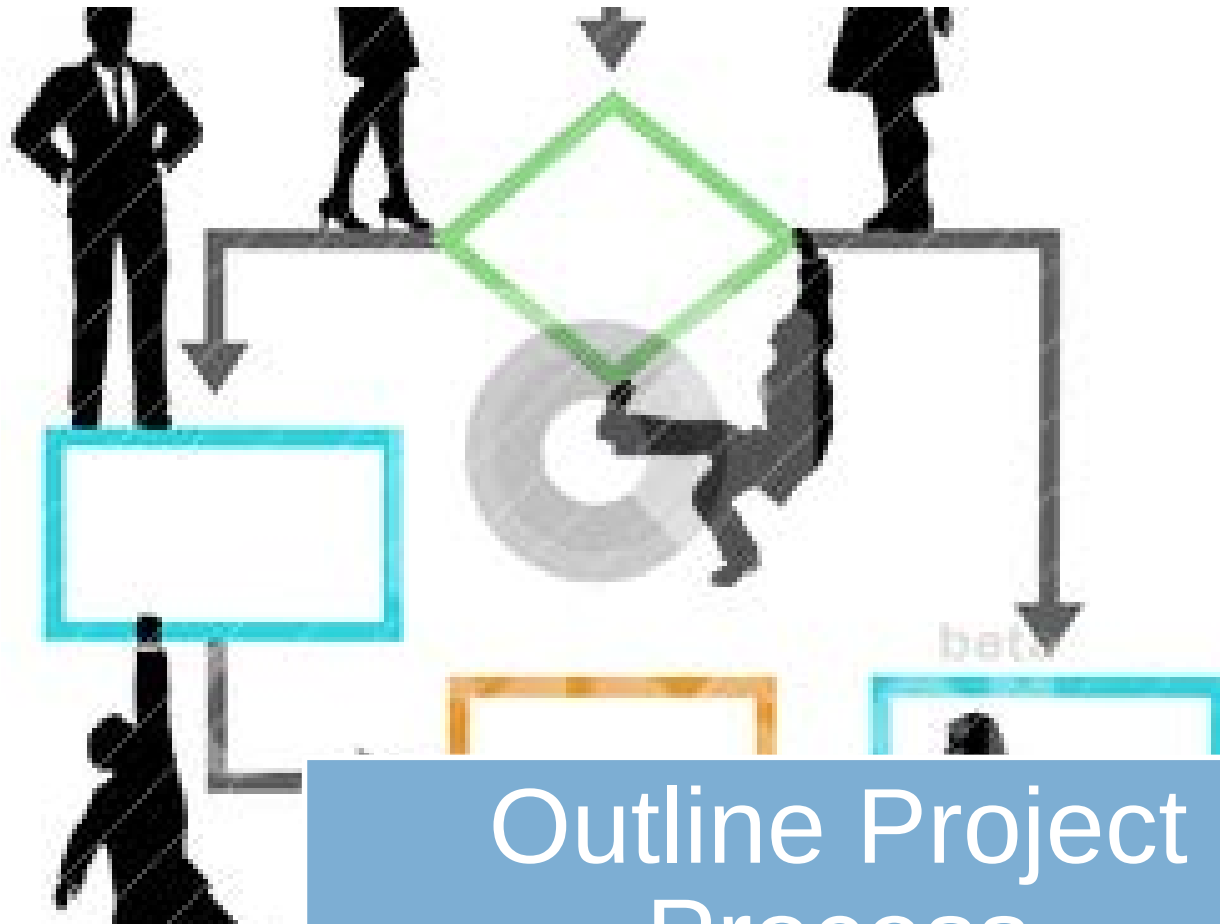
Kick-start the project!

Get Going 2



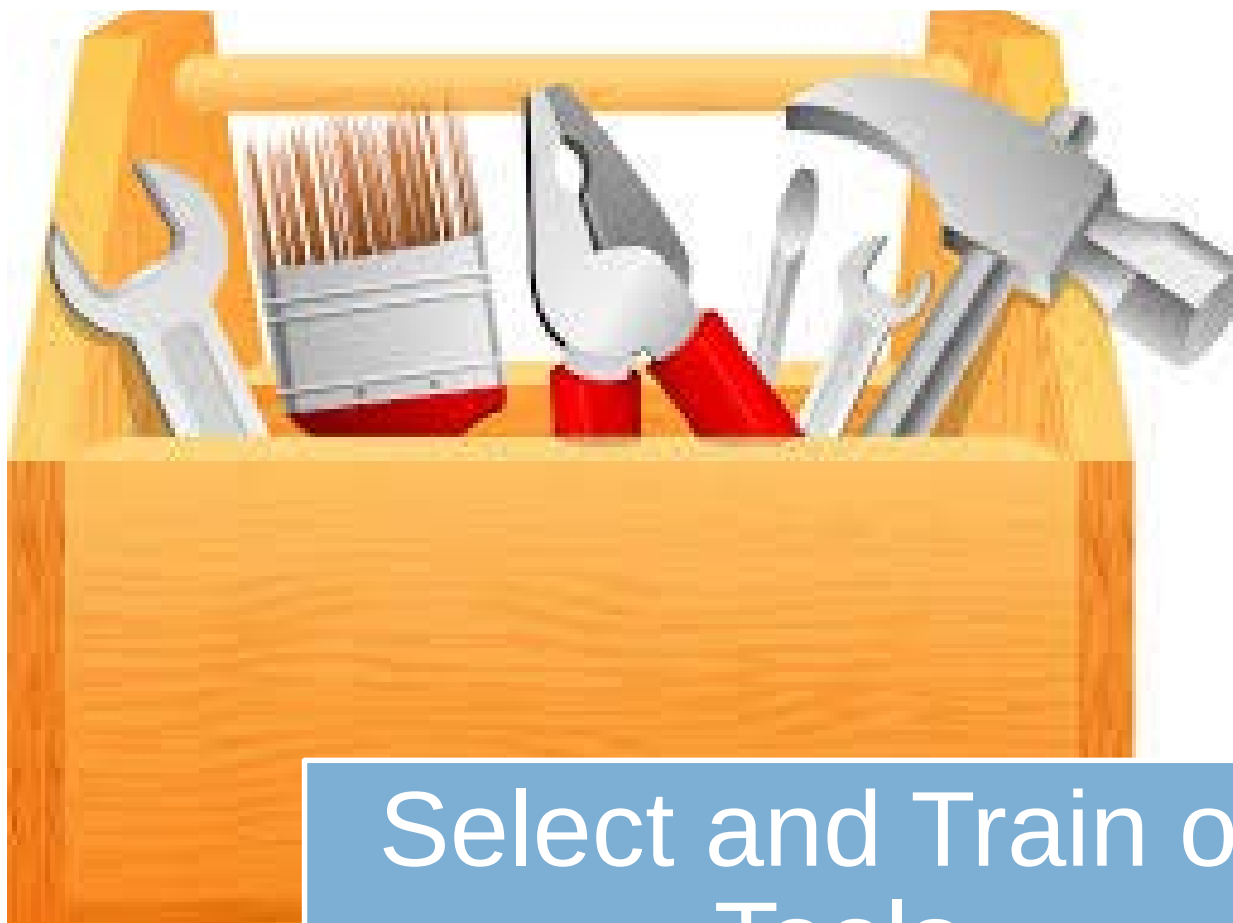
Communication and Coordination Plan

Get Going 2



Outline Project Process

Get Going 2



Select and Train on
Tools

Get Going 2



Prepare for Kick-off
Meeting

 Download from

Get Going 2



Kick-start the project!



**CHECK
POINT**

2

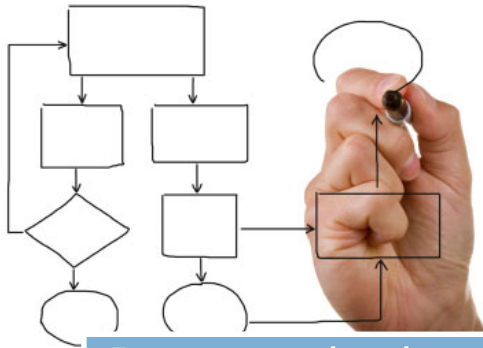




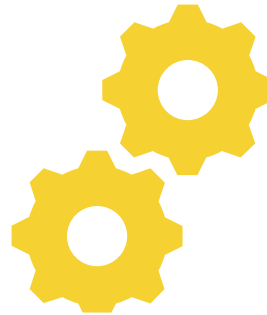
How does a project group balance Transparency with Productivity and Consensus?

- A. Establish communication strategy early in the project
- B. Make all project work product visible to everyone
- C. Use flexible timelines
- D. Limit project team members to those that work well together

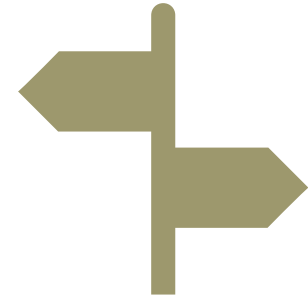
Keep on Course



Document business
process



Establish system
requirements



Stick to your plan

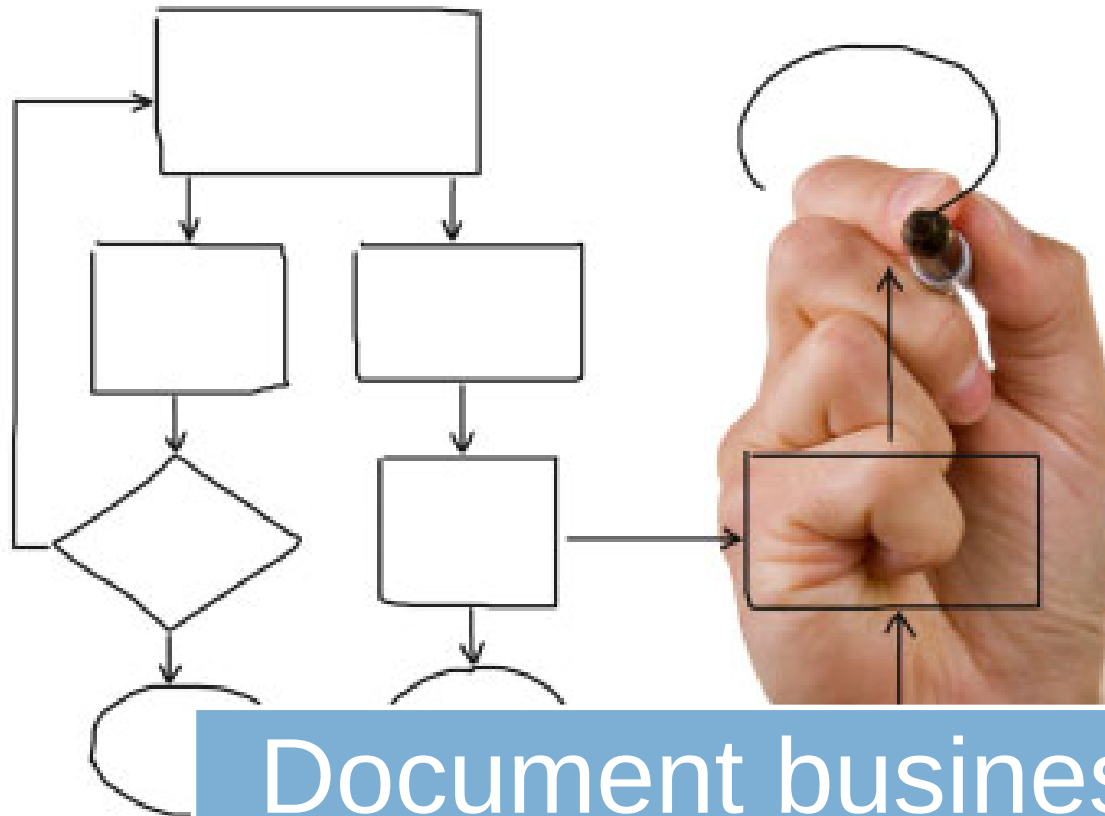


Expect despair

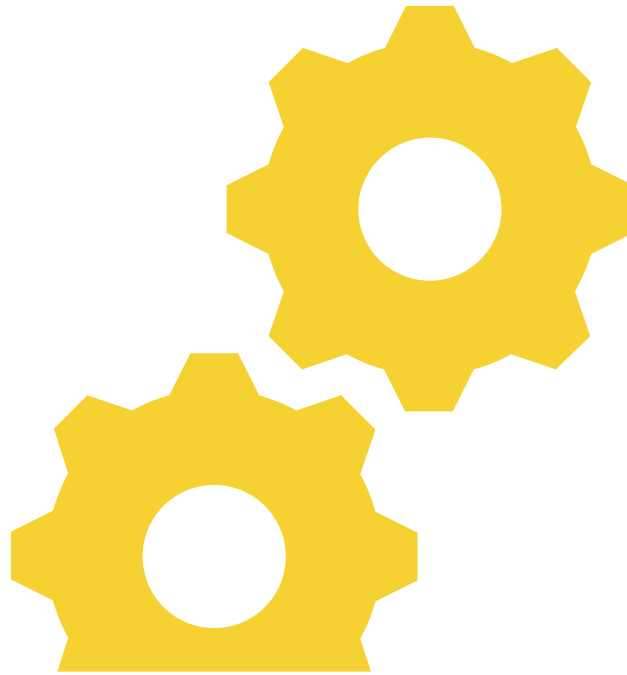


Celebrate Success

Keep on Course

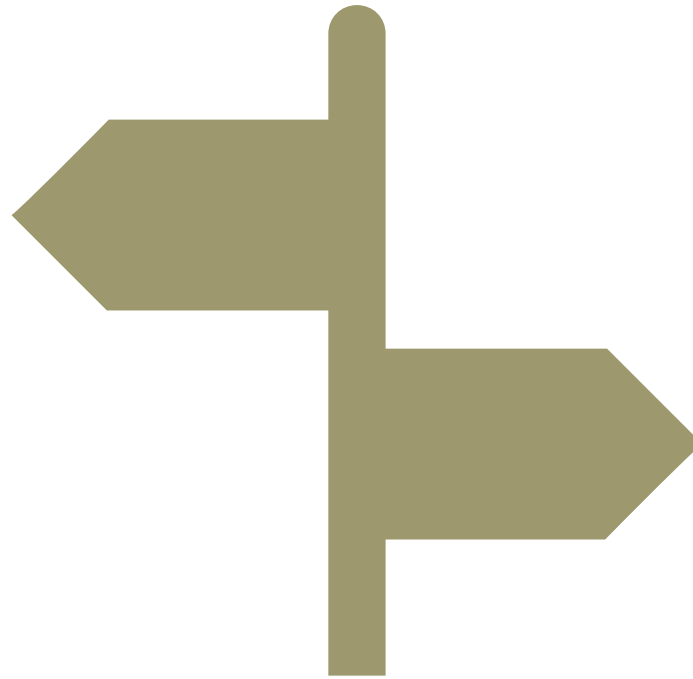


Document business
process



Establish system
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Keep on Course



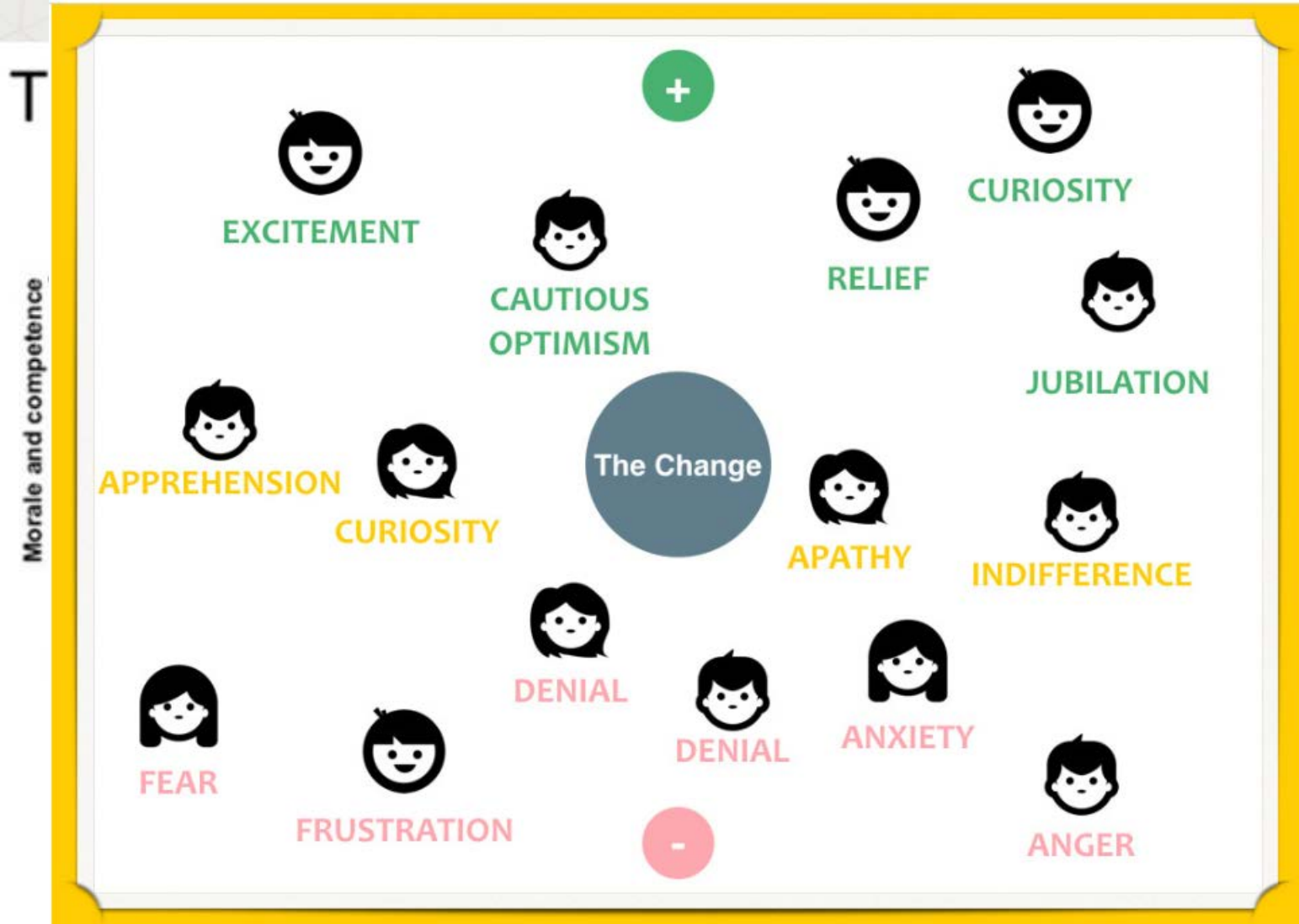
Stick to your plan

Keep on Course



Expect despair

Keep on Course



Keep on Course



Celebrate Success



**CHECK
POINT**

3



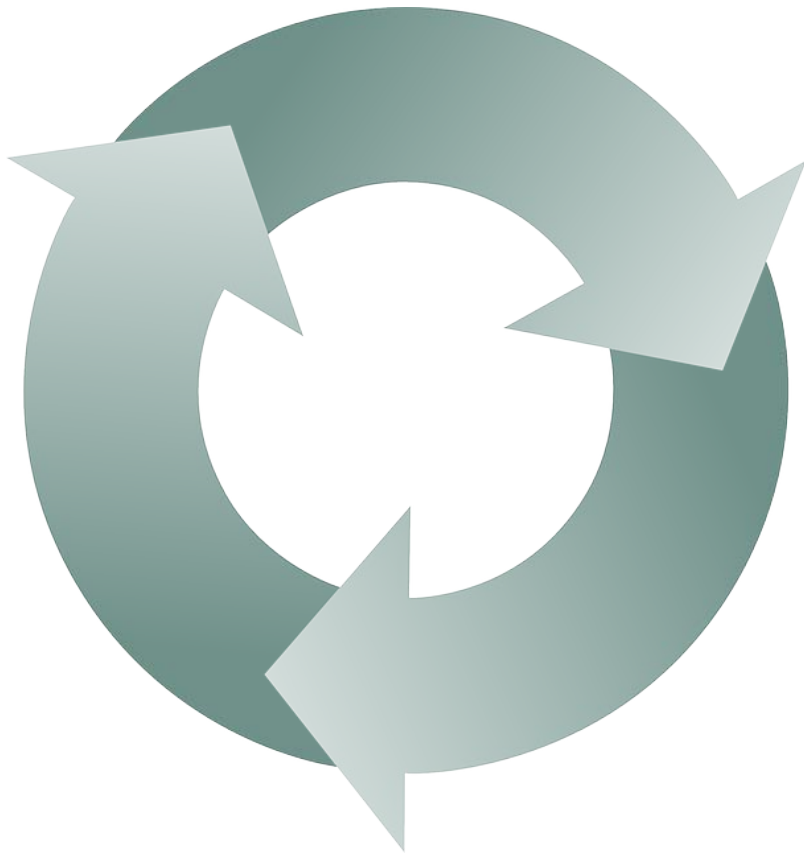


Which of the following are likely to happen in informatics projects?

Select all that apply

- A. Miscommunication
- B. Team member dropout
- C. Despair with lack of progress
- D. Project creep

Rolling Circle Ending



- After Action Report (AAR)
- Describe suggested follow-up projects
- Tool updates
- Say Thank You



**CHECK
POINT**

4





How do you capture lessons learned from a completed project?

We have talked a lot of about different aspects of project management. What best practices from your own project management experience would you like to share with others? Feel free to speak up on the call or to type in the chat box.

Discussion



Watch BaseCamp for some follow-up discussion on Project Planning and Management



A large, stylized letter 'U' dominates the left and center of the page. It is filled with a light blue geometric pattern of interconnected triangles and hexagons. The 'U' is set against a background of a darker blue geometric pattern of similar shapes. The right side of the 'U' is open, revealing the background pattern.

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