TITLE OF PROJECT

Date

HCS/412: Project Management for Health Care Professionals

First and Last Name

Instructor’s Name

*Note*: Examples and instructions are listed in blue throughout the document. Before turning in your project plan, delete the blue instructions in each section, and change the font color back to black so the final product looks professional.

Table of Contents

[Introduction 3](#_Toc477771768)

[Project Mission Statement 3](#_Toc477771769)

[Project Objectives 3](#_Toc477771770)

[Work Breakdown Structure 3](#_Toc477771771)

[Project Schedule 3](#_Toc477771772)

[Gantt Chart 4](#_Toc477771773)

[Resource Utilization 4](#_Toc477771774)

[Funding Source 4](#_Toc477771775)

[Project Budget 4](#_Toc477771776)

[Assumptions and Risk Analysis (Week Four) 4](#_Toc477771777)

[Assumptions of the Project 4](#_Toc477771778)

[Risk Analysis and Mitigation 4](#_Toc477771779)

[References 6](#_Toc477771780)

*Note*: After you have completed each section of your plan, you can update the Table of Contents automatically under the References tab in the toolbar of Word. In the Table of Contents section choose Update Table.

# Section 1: Introduction

## Project Mission Statement

This project is committed to ensuring that, through policies, programs, and initiatives, all patients can benefit from the health care and safety initiatives put in place to ensure that patients remain safe and experience smooth and efficient services.

The project also is committed to ensuring that services offered in the health institution uphold the safety of clients and put the needs of patients first. The project seeks to build a collaborative relationship between all the professionals working in the health institution to enhance safety and meet all the needs of patients. Through partnerships and relationships, the project will ensure that awareness about patient safety is made to patients of all ages, and specifically, emphasis will be made to patients with advanced age who have been reported to experience a lot of falls.

## Project Objectives

The objectives of the project are as follows:

1. Improve the mobility of older patients in order to minimize falls. This will be achieved by ensuring that there is adequate lighting in all wards to minimize patient falls.
2. Improve the clinical care for all patients to ensure fall prevention. Physicians and nurses will work collaboratively to ensure that patients with medication that causes side effects that can result in a fall are highly monitored and given support when walking from one point to another.
3. Ensure that there is an improvement of both home and environmental safety, especially for older adults. This can be done by ensuring there is proper signage, especially in places where we have slippery floors or stairs.

# Section 2: Work Breakdown Structure

Develop a work breakdown structure that identifies a minimum of six major tasks or components you will need to accomplish for the project stated in the assigned scenario.

Complete the table below with a listing of the major components of the work breakdown structure. Add rows as necessary.

| Level | Activities |
| --- | --- |
| 1.0 | Administration |
| 1.1 | Review state inspection report |
| 1.2 | Review state compliance standards |
|  |  |
|  |  |
|  |  |
|  |  |

# Section 3: Project Schedule

## Gantt Chart

Use your Work Breakdown Structure to create a Gantt chart for your selected scenario.

# Section 4: Resource Utilization

## Funding Source

Describe how this project will be funded (e.g., operational budget, grant funds, donations, loans, etc.).

## Project Budget

List your projected revenue, then list expenses by the major category. Expenses already listed in the chart are examples and may change based on your particular project.

|  |  |
| --- | --- |
| **Revenue** | $62,000 |
|  |  |
| **Expenses** |  |
| Salary expenses | $13,000 |
| Equipment costs |  |
| Contractual services |  |
| Supplies |  |
|  |  |
|  |  |

# Section 5: Assumptions and Risk Analysis

## Assumptions of the Project

List any statements believed to be true and from which a conclusion was drawn to define this project plan.

Risk Analysis and Mitigation

Example: Unavailability of suitable lease space may delay project deliverables. Possible mitigation strategy: Work with a realtor to identify and screen lease space options as early as possible. List risks that the approving body (Governing Board) should be aware of before making a decision, including the risk of not funding the project.

Add as many rows in the table as necessary.

| **Risk** | **Mitigation** |
| --- | --- |
|  |  |
|  |  |

# References

List all of your references in correct APA formatting style.