PROJECT SCOPE STATEMENT

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| Project Name: *Creating Scholarly Activity Modules for Faculty* | Project start: *October 2016*Project end: *May 2017* |
| PROJECT PURPOSE (key reason(s) for the project) |
| *To develop training modules for scholarly activity mentors (faculty)* |
| DESCRIPTION (the how, what and when of key deliverables) |
| *We will develop training modules to equip the scholarly activity mentors with the knowledge and skills to develop resident projects* |
| DESIRED RESULTS (a prioritized list of specific and measurable deliverables) |
| *Develop five modules with the knowledge and skills needed for an effective scholarly activity mentor* |
| EXCLUSIONS (items out of scope) |  |
| *We will only focus on scholarly activity in these modules, not other elements of mentoring.* |
| COMMUNICATION NEEDS (who, how, how often) |
| *Weekly update meting to project team.**Team: Developer (Dr. Peters); Faculty reviewer (Dr. Newton); Advisor to project (Dr. Wright); Physician Leadership Department Advisor to Project (Ms. Smitt)* |
| ACCEPTANCE CRITERIA (who needs to sign off on what, and how they will sign off) |
| *Department Chief* *sign off by 10/1/16**IT approval for software by 11/1/16* |  |
| CONSTRAINTS (a prioritized list of restrictions or limitations) |
| *1. Technology needs: Articulate (resources)**2. Time required to develop modules (time)**3. Need to meet faculty need for efficiency and content (quality)* | *4. Project cost: $3,000 (budget)**5. Deadline for faculty modules to be implemented is June 2017, when new residents arrive (deadline)* |
| APPROVALS |  |
| KEY STAKEHOLDERS | INTERVIEW DATE | APPROVAL |
| Physician Leadership Department | October 3rd | Yes |
| Program Director | October 10th  | Yes |
| Future faculty mentor | October 8th  | Yes |