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 |