

Patient Flow Collaborative II - Outpatients

Action learning session 1

Department of Human Services

1 September 2006

Overview

- Project planning AMS 45m
- Rigorous diagnostics AMS 45m
- Morning tea
- Data collection DP 45m
- Communication strategy JW 30m
- LS1 Update JW 5m
- LS3: **YOU DECIDE!** JW 5m

Project planning

Anne-Maree Szauer





“This project is extremely important, but it has no budget, no guidelines, no support staff and it’s due tomorrow morning. At last, here’s your chance to really impress everyone!”

What is a project

A project is a collection of linked activities, carried out in an organised manner with a clearly defined

START POINT and END POINT

To achieve some specific results desired to satisfy the strategic need of the organization at the current time.

Source: How To Be A Better Project Manager. Trevor Young (2001)



What is project management

A dynamic process that utilizes the appropriate resources of the organisation in a controlled and structured manner, to achieve some clearly defined objectives identified as strategic needs. It is always conducted within a defined set of constraints.

Source: How To Be A Better Project Manager. Trevor Young (2001)

Project management made simple

Four phases:

- Project definition
- Project planning
- Project execution
- Project close

Project definition

- Organisational context
- Defining the need for the project
- Project aim
 - SMART (specific, measurable, achievable, realistic, time bound)

Project definition

- Project Objectives
- Project roles
- Project scope
- Interfaces

Project definition

- Project constraints
- Assumptions
- Stakeholders
- Deliverables

Project definition

- Benefits
- Project Risks
- Resources required

Project planning

- Selecting the team
- Managing the team

Project planning

- Project planning
 - Critical path
 - Gantt charts & milestones
 - Project planning template / action plan
 - Review project risks, budget & communications strategy

Project execution

- Key actions (refer project plan)
 - Recruit project team
 - Resources, facilities & equipment
 - Communications strategy
 - Managing issues (issues log)
 - Controlling the project
 - Monitoring progress
 - Progress reporting



Closing the project

- Completion criteria
 - Final report, all data submitted
- Acceptance process
- Close-out meeting

Rigorous diagnostics

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Activity

- Break into groups of 5 people. Seek new faces, and mixture of CHS and acute.
- Introduce yourself
- Discuss progress to date for RD.
- Each group to identify:
 1. Things that are going well, have there been any surprises?
 2. Any barriers hampering progress



Morning tea