Date, 2023

Project Management Fundamentals and Tools for Success

- Speaker: *Title*

Life Cycle of Projects

- What work must be accomplished

- What deliverables must be generated and reviewed

- Who must be involved

- How to control and approve each phase

5 Phases of Project Management

PROJECT **Conception & Initiation** 1	PROJECT **Definition & Planning** 2	PROJECT **Launch or Execution** 3	PROJECT **Performance & Control** 4	PROJECT **Project Close** 5
Project Charter Project Initiation	Scope & Budget Work Breakdown Schedule Gantt Chart Communication Plan Risk Management	Status & Tracking KPIs Quality Forecasts	Objectives Quality Deliverables Effort & Cost Tracking Performance	Post mortem Project Punchlist Reporting

SMART Goals and PDSA

CSiM

Why?

# Breaking Down the Work - Phases

Capturing the in-between

Supporting the PDSA Structure

Description

SMART Goal:

- "50% of urinary cultures ordered within Astria Sunnyside Hospital are inappropriate and lead to excessive antimicrobial usage. Our goal is to reduce the inappropriate use of antibiotics at ASH by 10% by end of March 2022. The Astria Health System F-ASB team will accomplish this goal by adding a note to each positive culture report. Accomplishing this goal will result in increased provider awareness of asymptomatic bacteriuria and decreased antibiotic prescriptions"
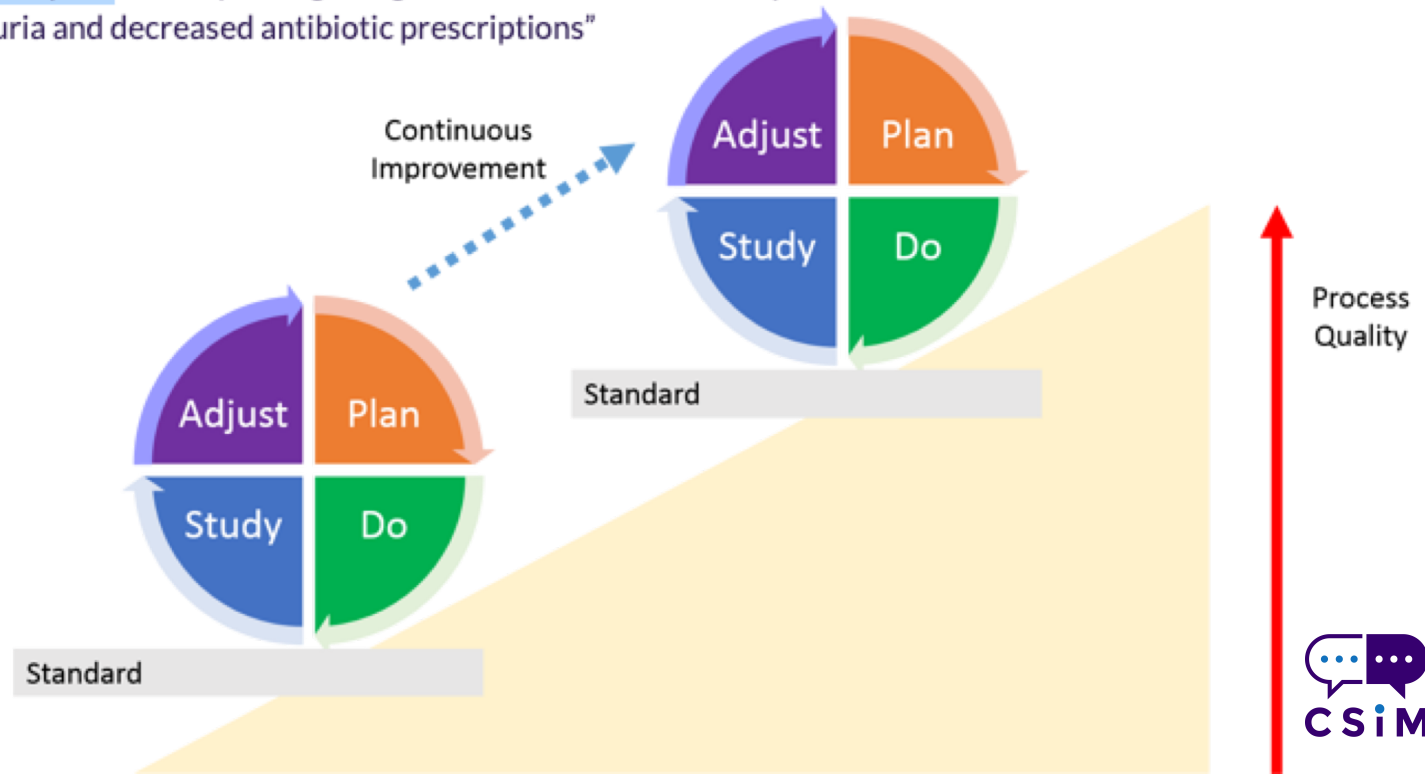
How to Support Implementation

Work Breakdown Structure

- The What
  - Hierarchical
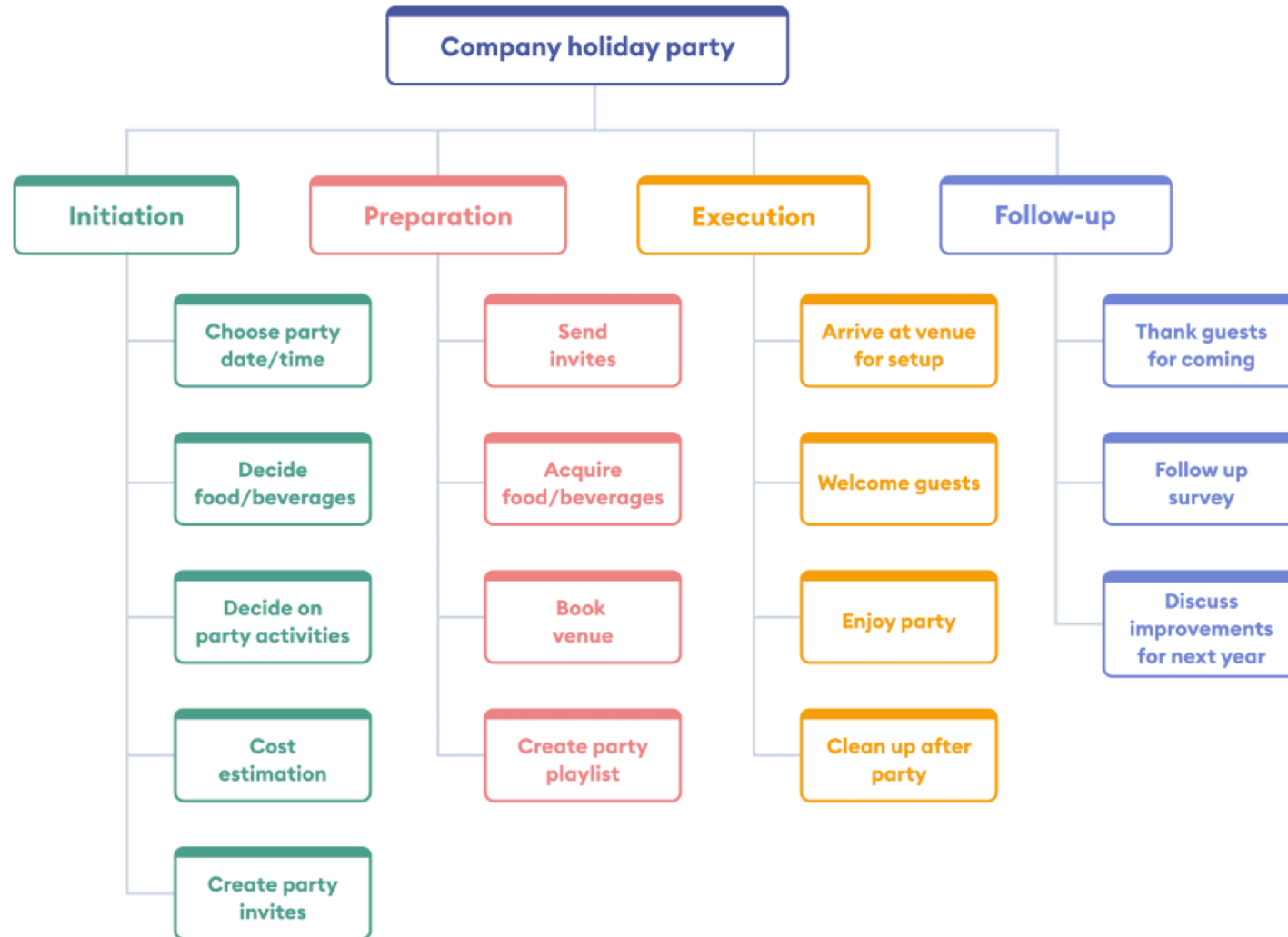 - Helps you define work and support planning

Gantt Charts

- The How and When
  - Milestones and timeline
  - Project phases and schedule
 - Sequence of events and progress tracking
  - Track dependencies

CSiM

Work Breakdown Structure

Level	WBS	Task Description	Notes
1	1	Phase 1	
2	1.1	Task Level 2 Description	
2	1.2	Task Level 2 Description	
3	1.2.1	Task Level 3 Description	
	1.2.2	Task Level 3 Description	
	1.2.2.1	Task Level 4 Description	
	1.2.2.2	Task Level 4 Description	
4	1.2.2.3	Task Level 4 Description	
2	1.3	Task Level 2 Description	
1	2	Phase 2	
2	2.1	Task Level 2 Description	
3	2.1.1	Task Level 3 Description	
3	2.1.2	Task Level 3 Description	
1	3	Phase 3	
2	3.1	Task Level 2 Description	

(dropdown showing: 1, 2, 3, 4, 5, 6)

CSiM

Work Breakdown Structure

Gantt Charts

Gantt Chart - Building a BatSuit
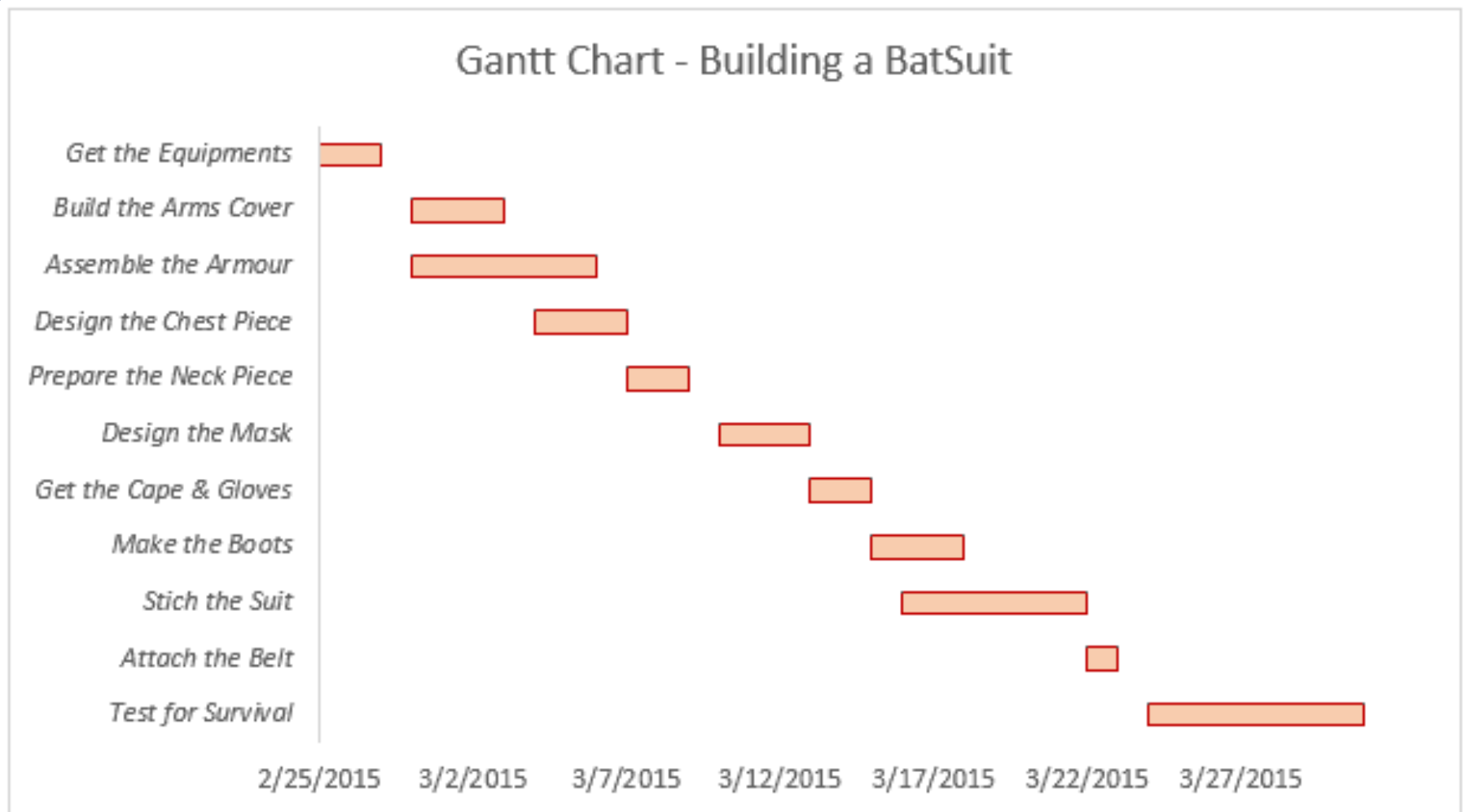
Combining WBS and Gantt
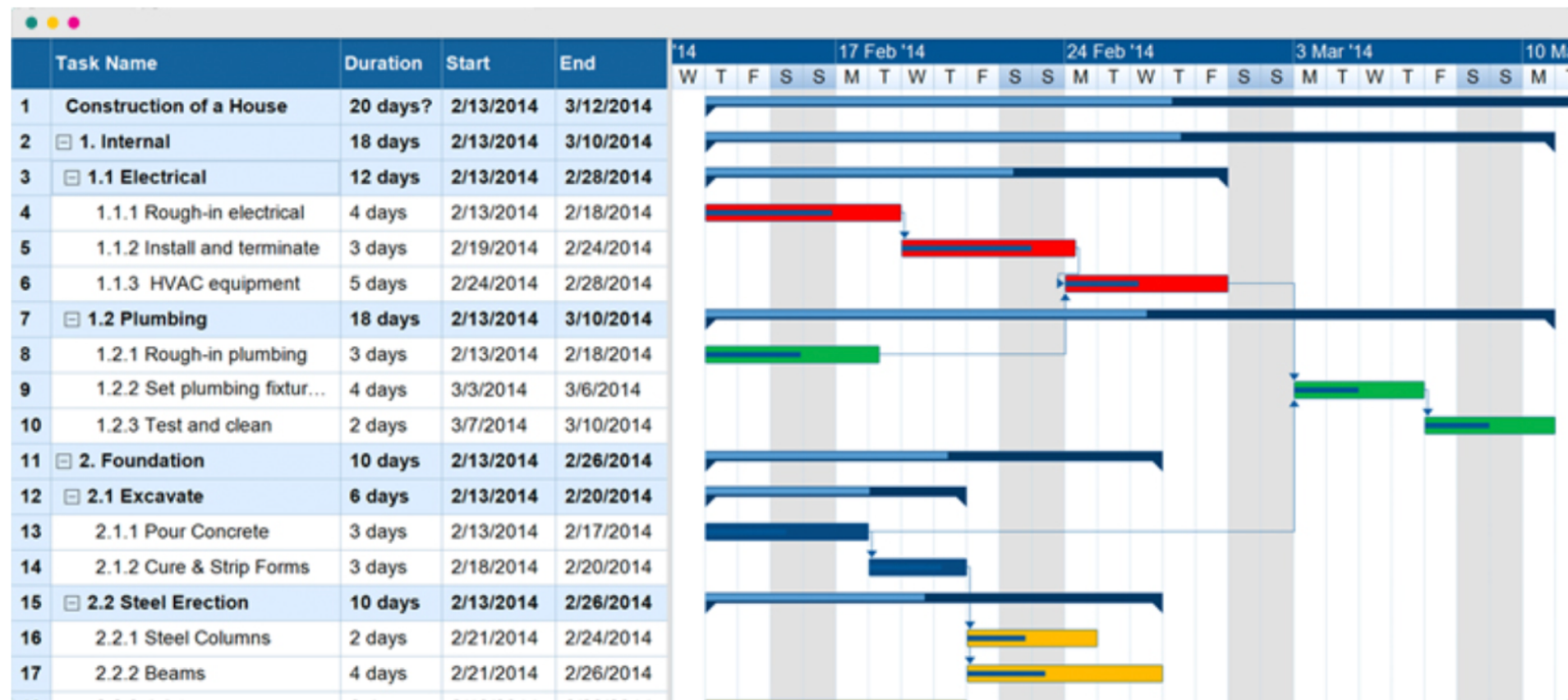
Dependencies – Event Planning

	Stage 1: Researching and Scouting:	0%	
1	Venue scouting	0%	
2	Decide on theme for event	0%	
3	Find the perfect name for the event	0%	
4	Define event format	0%	
5	Decide on date	0%	
6	Define goal	0%	
7	Role delegation	0%	
8	Speaker research	0%	
9	Marketing agency research	0%	
10	Budget planning	0%	
11	Define target audience	0%	
12	Check on location's requirements	0%	
13	Food and drink's planning	0%	
14	Contact speakers	0%	
	Stage 2: Selecting the Best of the Best:	0%	
17	Select registration software for guests	0%	
18	Select and hire opening band	0%	
	Select and hire catering agency	0%	

CSiM
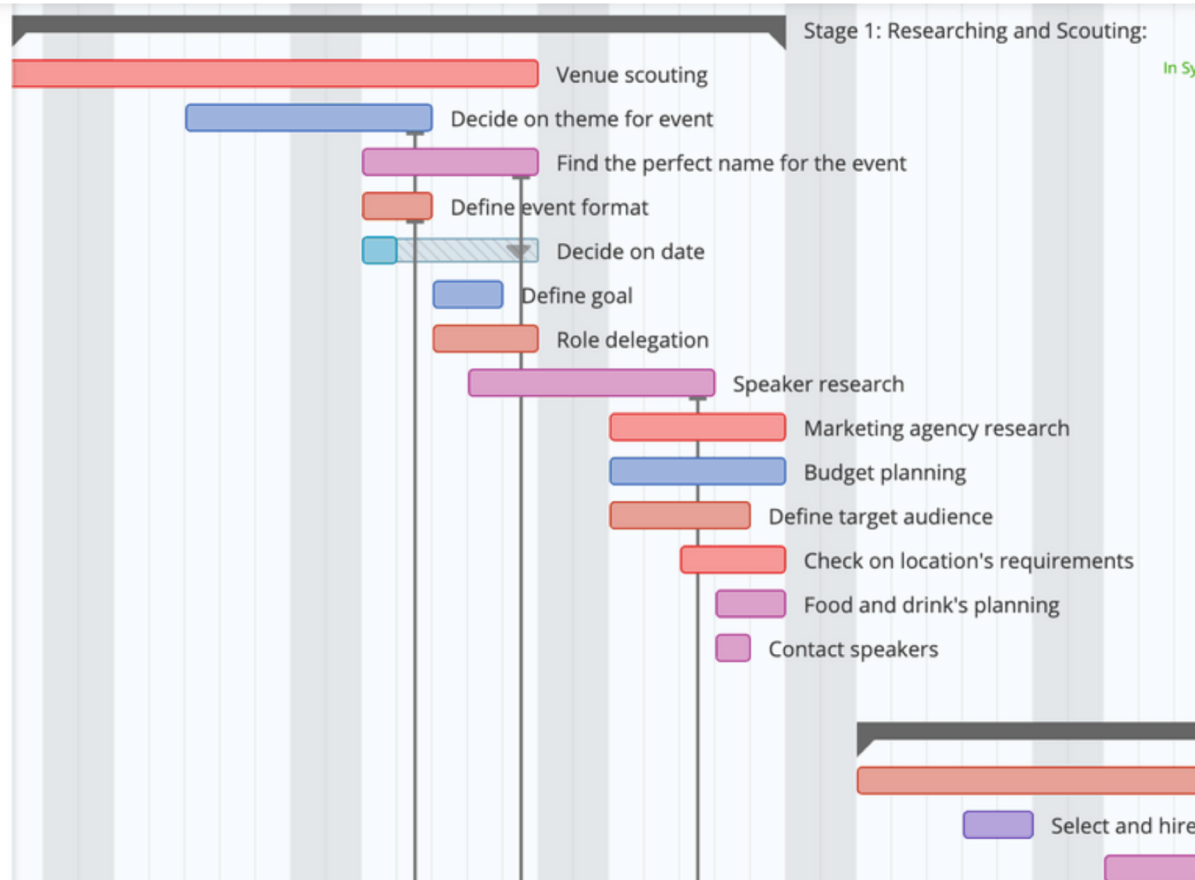
Key Elements

- **Phases:** Initiation, planning, execution, control and closeout

- **Tasks:** There are specific things that need to be completed along the way of your project. Subtasks may be helpful.

- **Resources:** resources for tasks outlined in a Gantt chart, in order for each to be completed on time.

- **Milestones:** Small and large milestones must be hit in order to keep your project on track.

- **Dependencies:** Tasks on your Gantt chart will be related to each other.

CSiM

Planning and Tracking

PROJECT NAME	PROJECT LEAD	PROJECT START DATE	PROJECT END DATE	TODAY'S DATE
TASP Pocket Guide 2.0	NMP	Jan 2023	April 2023	3/1/2022

Individual columns represent weeks.

ACTIVITY	% DONE	ASSIGNED TO	START DATE	END DATE	JAN					FEB					MARCH					APRIL				
				WEEK START DATE	2	9	16	23	30	6	13	20	27	-	6	13	20	27	-	3	10	17	24	-
					1	2	3	4	5	6	7	8	9	-	10	11	12	13	-	14	15	16	17	18
Print and Mailing																								
Send final draft to C2 printing		NMP	3/25	3/25													▮							
Survey sites for mailing and numbers		NMP	3/6	3/25											▮	▮	▮							
Develop Proofs		David Walters	3/27	4/1														▮						
Collate mailing address and numbers and send to C2		NMP	3/27	4/2													▮	▮						
Review and finalize letter and proofs		NMP	4/3	4/5																▮				
Monitor contractor for printing		David Walters	4/6	4/22																	▮	▮	▮	
Review invoice for final approval		NMP	4/6	4/7																▮				
Mail pocket guides		David Walters	4/24	4/24																				▮
Send Content Edits to Design team		NMP	2/6	2/6						▮														
Incorporate content edits		John Linse	2/7	2/17							▮	▮												
Review Draft Design		NMP, ZKE	2/22	2/22									▮											
Meet with Design for review		NMP, ZKE,	2/27	2/27										▮										
Finalize edits		John Linse	2/28	3/7										▮	▮									
Approve hard copy draft		John Lynch	3/13	3/25												▮								

Identifying and Mitigating Challenges

4-MONTH GANTT CHART TEMPLATE

PROJECT NAME	PROJECT LEAD	PROJECT START DATE	PROJECT END DATE	TODAY'S DATE
TASP Pocket Guide 2.0	NMP	Jan 2023	April 2023	3/1/2022

Individual columns represent weeks.

					MONTH	JAN					FEB					MARCH					APRIL				
					WEEK START DATE	2	9	16	23	30	6	13	20	27	-	6	13	20	27	-	3	10	17	24	-
ACTIVITY	% DONE	ASSIGNED TO	START DATE	END DATE		1	2	3	4	5	6	7	8	9	-	10	11	12	13	-	14	15	16	17	18
Content Review																									
Review General Principles and Sepsis	0	John Lynch	1/3	1/6																					
Upper and Lower Respiratory		ZKE, RJ, JC	1/3	1/14																					
Intrabdominal		CBC	1/10	1/13																					
Urinary Tract		ZKE, RJ, JC	1/18	1/25																					
Skin and Soft Tissue		CBC, JBL	1/18	1/25																					
Incorporate edits to word doc		NMP	1/3	1/27																					
Team Review		TASP Faculty	1/30	1/30																					
Finalize edits to design		NMP	1/30	2/2																					
Content Design																									
Send Content Edits to Design team		NMP	2/6	2/6																					
Incorporate content edits		John Linse	2/7	2/17																					
Review Draft Design		NMP, ZKE	2/22	2/22																					
Meet with Design for review		NMP, ZKE,	2/27	2/27																					
Finalize edits		John Linse	2/28	3/7																					
Approve hard copy draft		John Lynch	3/13	3/25																					

MONTH					JAN					FEB					MARCH					APRIL				
WEEK START DATE					2	9	16	23	30	6	13	20	27	-	6	13	20	27	-	3	10	17	24	-
ACTIVITY	% DONE	ASSIGNED TO	START DATE	END DATE	1	2	3	4	5	6	7	8	9	-	10	11	12	13	-	14	15	16	17	18
Print and Mailing																								
Send final draft to C2 printing		NMP	3/25	3/25													12							
Survey sites for mailing and numbers		NMP	3/6	3/25											10	11	12							
Develop Proofs		David Walters	3/27	4/1														13						
Collate mailing address and numbers and send to C2		NMP	3/27	4/2													12	13						
Review and finalize letter and proofs		NMP	4/3	4/5																14				
Monitor contractor for printing		David Walters	4/6	4/22																14	15	16		
Review invoice for final approval		NMP	4/6	4/7																14				
Mail pocket guides		David Walters	4/24	4/24																			17	

Don't Go Tooooooo Big

Supporting the PDSA Structure

📢 Description

SMART Goal:

- "50% of urinary cultures ordered within Astria Sunnyside Hospital are inappropriate and lead to excessive antimicrobial usage. Our goal is to reduce the inappropriate use of antibiotics at ASH by 10% by end of March 2022. The Astria Health System F-ASB team will accomplish this goal by adding a note to each positive culture report. Accomplishing this goal will result in increased provider awareness of asymptomatic bacteriuria and decreased antibiotic prescriptions"
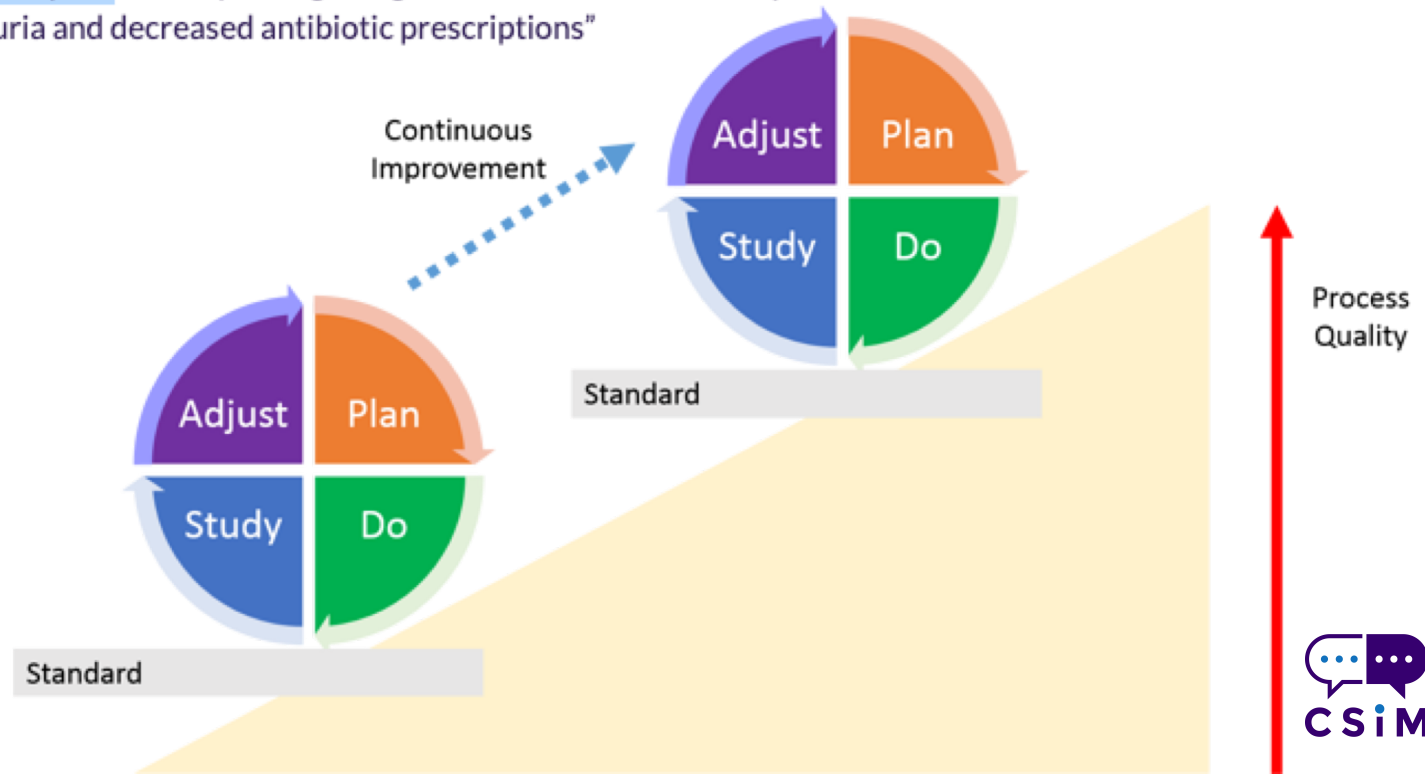
Networking
Examples: *interaction + outcome, facility culture/sense of community*

Knowledge
Examples: *resource use, TASP topics, training/courses, literature*

Structure
Examples: *reporting, IT, AMS team, AMS binder/folder, guideline/policy use, leadership buy-in*

Meetings
Examples: *notes/topics discussed, next steps, attendance*

Daily Tasks
Examples: *number & type of cases reviewed, recommendations made + accepted, time spent*

Facilitators/Barriers encountered during implementation
Examples: *approaches used, change needed (if on structural/leadership level)*

Quantitative **AND** Qualitative

CSiM

Capturing the Unexpected (small wins!)

☑ Completed Cycles

Your organization has completed the following PDSA cycles. Click a heading to view a cycle's details.

Cycle 1 *(Completed on 11-3-2021)*

Cycle 2 *(Completed on 12-1-2021)*

Cycle 3 *(Completed on 12-31-2021)*

Plan   Do   Study   Act

Observations:

Interviewed Beth, medical technologist, and Dr. Gonzalez, ED physician director.

Discovered that there is a nursing protocol for altered mental status that calls for UAs to be done for pts presenting with this condition (future opportunity!)

The chart was created and is attached to this PDSA cycle

Cycle 4 *(Completed on 1-31-2022)*

Cycle 5 *(Completed on 2-28-2022)*

Cycle 6 *(Completed on 2-28-2022)*

CSiM

Lessons Learned

Cycle 1 *(Completed on 11-3-2021)*

Cycle 2 *(Completed on 12-1-2021)*

Cycle 3 *(Completed on 12-31-2021)*

Plan   Do   Study   Act

Analysis:
Lessons learned:

- There are many potential targets for intervention with ASB - the key is to take it step by step.

- Process map any process that you are looking to change. It is amazing how many small details there are that you can easily overlook
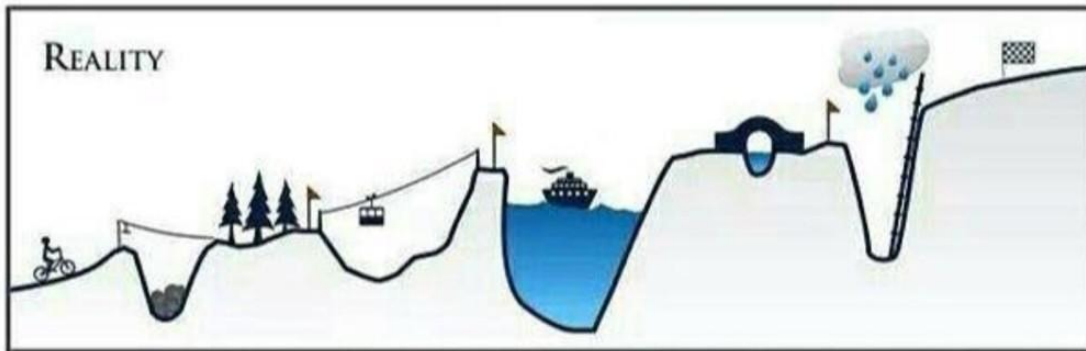
Cycle 4 *(Completed on 1-31-2022)*

Cycle 5 *(Completed on 2-28-2022)*

Cycle 6 *(Completed on 2-28-2022)*

CSiM

This will happen...

Eventually, you will get there