



Scope Statement

Organization's Name: [REDACTED]

Project's Name: Organizational Restructuring

Project Manager: [REDACTED]

Sponsor(s), Title: [REDACTED]

Organizational Priority (High, Medium, Low): Medium

Organization's Mission Statement: It is the mission of [REDACTED] to continuously improve the quality of health in the communities we serve.

Measureable Project Objectives:

1. The reorganization of these organizational departments: Education, Registered Dietitian, Infection Control, Human Resources, & Occupational Health within the organization.
2. Incorporating the use of a new organizational chart as the initial step in this project.
3. The organizational departments: Education, Registered Dietitian, Infection Control, Human Resources, & Occupational Health will express an understanding of their new roles and responsibilities according to the new organizational chart.
4. The new organizational chart describing new roles, responsibilities, and flow will be established within the next 8 months.

Justification of Project:

The current organizational structure does not have definitive roles, responsibilities, or flow in these organizational departments: Education, Registered Dietitian, Infection Control, Human Resources, and Occupational Health. Because of this, there is confusion with staff on how to ensure these departments are meeting the expectations



of the organization. The scope of the issue is that this affects other departments and staff in the organization of knowing where to go when it comes to these areas of concern. The need for change is to restructure these organizational departments to help make them make better sense.

Implementation Strategy:

The implementation of the new flow chart will be established by the key stakeholders which include the project manager (CNO), Director of Quality, Director of Human Resources, VP of Clinic Operations, and the Chief Advanced Practice Officer. Through collaboration of these key stakeholders, a defined structure of the organizational restructuring will be determined to ensure roles, responsibilities, and flows of these departments are clearer. Strategic thought will be placed on establishing a better organizational flow by initially focusing on the purpose, then the person, the process and then the technology.

Project Resources – Human and Technical: Utilizing the expertise and input of the defined stakeholders to determine appropriate staffing, workload, and definition of the new job titles with the organizational restructuring and funding for the project. IT will be needed for input and troubleshooting of new systems required for the project. Director of facilities will be needed to help with reconfiguring and moving of departments for flow purposes with occupational health.

Projected Completion Date: September 9, 2023

Measures of Success – Include all Metrics:

1. New organizational chart established.
2. Improved understanding of job roles and responsibilities within these organizational departments: Education, Registered Dietitian, Infection Control, Human Resources, and Occupational Health.



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3. Improved flow within these organizational departments: Education, Registered Dietitian, Infection Control, Human Resources, and Occupational Health.




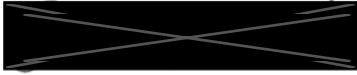
Assumptions:

1. Implementation of new programs such as Buggy and Systoc will be done by deadline.
2. Reconfiguring and moving of departments will occur within the deadline.

Constraints:

1. Specific buy-in of specific staff within these departments in which job titles will change.
2. Cooperation by staff during reconfiguration of area that will become occupational health.

APPROVALS

<i>Print or Type Name</i>	<i>Signature</i>	<i>Date</i>
Project Manager Approval: 		1/28/2023
Owner or Sponsor Title and Approval: 		1/28/2023