Practicum Project Charter

Project Title: Organizational Restructuring

Project Start Date: January 9, 2023 Project End Date: September 9, 2023

Project Manager: *Student Name here*

Budget Information:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Labor:** |  | **# of hours** | **Cost per hour** | **Total** |
| Project Development Team: |  |  |  |  |
|  | CNO |  **64** | **$ 59.00** | **$ 3,776.00** |
|  | Director of Quality |  **48** | **$ 49.00** | **$ 2,352.00** |
|  | Director of HR |  **48** | **$ 51.00** | **$ 2,448.00** |
|  | VP of Clinics |  **48** | **$ 51.00** | **$ 2,448.00** |
|  | Chief Advanced Practice Officer |  **24** | **$ 53.00** | **$ 1,272.00** |
|  | CFO |  **4**  | **$ 65.00** | **$ 260.00** |
|  | Director of Facilities |  **12** | **$ 37.00** | **$ 444.00** |
|  | ITx2  |  **12** | **$ 32.00** | **$ 768.00** |
| **Leasehold Improvements:** |  |  |  |  |
|  | Bugsy (infection control) |  |  | **$ 37,664.53** |
|  | Systoc (occupational Health) |  |  | **$ 162,000.00** |
| **Fixed Assets:** |  |  |  |  |
|  | Computers x2 |  |  | **$ 1,800.00** |
|  | Desk x1 |  |  | **$ 950.00** |
|  | Chair x1 |  |  | **$ 425.00** |
| **Inventory:** |  |  |  |  |
|  | Medical supplies |  |  | **$ 35,000.00** |
| **Total:** |  |  |  | **$ 251,607.53** |

Measurable Project Objectives – (Use 5 W’s and H. Sipes, 2016):

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.

Approach: 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. The initial meeting will review the current organizational structure and how to organize this structure in a way that flows and makes sense. The first part will be to take the people out of the scenario and focus on the purpose of the job role itself and then the people, process, and technology. The group will meet every two weeks on a day that works based on the key stakeholder’s schedule until September 2023. The meetings will discuss which steps are established to complete the project while staying within the budget of $252,000.

Roles and Responsibilities:

* **Project Manager:** planning, organizing, and directing the completion of the project. Seeking approval for funding from CFO.
* **Director of Quality:** additional approval of project, provide direction of project, and provide feedback and flow of project.
* **Director of HR:** additional approval of project, provide feedback of project, provide input on flow of project, assist with talking with staff about new job descriptions and implementing the HR department for new employment flow with Occupational Health.
* **VP of Clinic Operations:** Provide feedback on specific elements of project, work with the restructuring of Occupational Health specifically directly with the Chief of Advanced Practice Officer to coordinate new EMR and flow for this department.
* **Chief of Advanced Practice Officer:** Provide feedback on specific element of project regarding the restructuring of Occupational Health specifically working with VP of Clinic Operations to coordinate new EMR and flow for this department.

Comments (from each of the stakeholders listed in the Roles and Responsibilities):

* **Project Manager:** “Reorganizing the structure in these specific areas is something that has always been needed.”
* **Director of Quality:** “We really need a better flow for Occupational Health issues, would like to see the new employee health taken from her department and a new flow established that is easy and understandable.”
* **Director of HR:** “I am agreeable to the change, however I do know that some of the people in certain positions may be difficult to change.”
* **VP of Clinic Operations:** “I agree that the current Occupational Health flow that we have requires improvements, more importantly it requires a new EMR to assist with this.”
* **Chief of Advanced Practice Officer:** “I am willing to run the new Occupational Health program and have a lot of ideas that I have already been researching to help improve this area.”