

CRCOG
Electronic Patient Tracking
Project
PMP/Scope Statement

Prepared by	Date	Project Type
David Kosciuk	01/19/11	Medium
Project Name		
Electronic Patient Tracking		

Project Description

Project Objectives
<ul style="list-style-type: none"> • Utilization for declared MCI • Mass gatherings • System improvement plan
Project Sponsor
CRCOG
Stakeholders/Roles & Responsibilities
<ul style="list-style-type: none"> • Implementation Team: Design, plan and implement patient tracking system • Steering Committee: Executive decision makers • UAWG: Review • CRCOG/CREPC: Procurement, funder, review • Region 3 Medical Advisory Committee: Review • Appropriate State Agencies: Advisory • Boston, Springfield and Worcester MMRS: Mutual Aid
Communication Plan
<ul style="list-style-type: none"> • Steering Committee will meet monthly on the first Thursday, 0930-1100 EST • Implementation Team will meet weekly on a flexible schedule • Email • Phone • Webinar
Change Control
<ul style="list-style-type: none"> • Changes to scope will be brought to the Implementation Team for review and response • Final changes will be decided by the Steering Committee
Project Scope
<p>In Scope (Phase 1):</p> <ul style="list-style-type: none"> • Electronic patient tracking for emergencies. Tracking patient movements from initial assessment through EMS disposition for: <ul style="list-style-type: none"> ○ Mass casualty events ○ Special Operations Event management

Approved: March 3, 2011 by EPT Steering Committee
Revised:

Out of Scope (Phase 1):

- Vaccination clinics (Phase 2)
- Public Health Response (Phase 2)
- Hospital evacuation (Phase 3)
- Family Reunification (Phase 4)

Major Deliverables

See Work Breakdown Schedule

Assumptions/Constraints

- Phased in implementation process (see scope outline)
- Product and process will need aggressive marketing
- Focus of Phase 1 will be training and education
- Sufficient funding for Phase 1
- Future EMS courses will need to add EMTrack module
- QA will be on-going throughout use of system
- Demographic of workgroup will need to be revised with each phase
- Concept may not be 100% supported by stakeholders
- Implementation Team time is limited
- HIPAA constraints when information is transferred

Risks or Opportunities Plan

See Risk Response Plan

Dependencies with Other Projects

Exercise in June

Spring and Summer events may pull resources

Acceptance Criteria

- Surveys:
 - Training
- Determine successful completion of survey (i.e. 50%) and those who will be surveyed
- Completion of all major deliverables
- Completion of AAR on drill
- Agreement from Steering Committee that Phase 1 is completed based on work outline
- CMEDS are ready to make this operational at a moments notice

Notes

Revision Schedule	Revised by
1/11/11	Implementation Team
1/19/11	Implementation Team

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Revised: