



Business Owner(s):	Renee Therrien, D'Anne Carpenter	Project #:	689
Project Members:	Renee Therrien, D'Anne Carpenter, Jane Halstead, Jill Wojtalewicz, Candice Jones, Brian Dombrowski, Terri McDonald, Mike Croyle		
Lead:	Jane Halstead	Date:	8/18/2015

Project Scope

In displaying our core value of being stewards for the organization, Talent Development will bring HealthStream Institutional Administrator training in-house. By taking this initiative, we will be stewards of the resources entrusted to us, the RHMs, and Trinity Health as a whole. HealthStream Institutional Administrator training will be offered in a multiple discipline model.

This learning solution will provide process, procedure, and information on the tasks of the HealthStream Institutional Administrator, to deepen their understanding of the procedures that are required of their position. Upon completion of the learning, the learners will be included in the HealthStream User Group (HUG) group for future discussions.

The learning interventions can include eLearning, virtual classroom training, and lunch and learns.

Evidence of Success

Number of completions of the course.

Evidence of learning from post-test results.

ROI – statistics of cost savings gathered for a one year period.

Project Deliverables

The project scope and development timeline are based on the following tangible outputs, which will be created as a result of this project.

Deliverable	Description	Specifications
Database Build	Empty HS Database (Shell)	Fill in Trinity Health Data to standards. If the data comes from actual data, the names must be changed to protect the names of the actual colleagues.
E-Learning Course	E-learning course to: <ul style="list-style-type: none"> Introduction to HealthStream the student user. <p>All new HS Administrators will be assigned this E-learning as pre-work.</p>	Create a User course that reflects the most up to date end-user expectations. Note: Industry Standards – 240 hours for 1 hour eLearning 50 hours for 1 hour ILT

Modules (delivery method TBD)	<ul style="list-style-type: none"> • Student Data Management • Administrator Profile & Services Highlights and Notification • Annotations 	HS timing 2 ½ hours
	<ul style="list-style-type: none"> • Student Groups • Assignments 	HS timing 3 hours 15 minutes
	<ul style="list-style-type: none"> • Course development pre-work Trinity Health Standards • Course development and publishing • Class management • Course management 	HS timing 2 hours 30 minutes
	<ul style="list-style-type: none"> • Equivalents and curricula • Learning events 	HS timing 1 hour 30 minutes
	<ul style="list-style-type: none"> • Enterprise functionality 	HS timing 30 minutes
	<ul style="list-style-type: none"> • CE Credit management 	HS timing 30 minutes
	<ul style="list-style-type: none"> • HS Analytics/Reports 	HS timing 15 minutes
ELearning (possibly)	<ul style="list-style-type: none"> • HTML Editor 	
Closing eLearning	<ul style="list-style-type: none"> • HUG Administrator Group • Resources 	
Post Test	Questions to test for comprehension of the three learning objectives	
Standard Evaluation		

Project Participants

The following table identifies responsibilities for project members:		
Participant Name	Project Role	Project Responsibilities
D'Anne Carpenter Renee Therrien	Sponsors/Business Owners	<ul style="list-style-type: none"> • Oversight of the project • Attend project and review meetings as necessary • Review and approve design, drafts, and final product before going into production
Candice Jones	Subject Matter Expert(s)	<ul style="list-style-type: none"> • Provide content expertise and share existing materials, including visuals

		<ul style="list-style-type: none"> • Attend project and review meetings as necessary
Jane Halstead	Project Lead/Designer	<ul style="list-style-type: none"> • Perform all project management functions • Working with SMEs, design and develop e-learning and post-test
		<ul style="list-style-type: none"> •
Jane Halstead Terri McDonald Brian Dombrowski Mike Croyle	Design/Developers/Q A	<ul style="list-style-type: none"> •

High-Level Timeframe

The following is a tentative, high-level milestone schedule. Dates will be confirmed once the detailed project schedule has been completed and mutually agreed upon by key stakeholder(s).	
Milestone	Timeframe (weeks)
<i>Definition document Mike C</i>	<i>Dec 15 – January 8 First Draft</i>
<i>Module 1 - Introduction ELearning Brian D</i>	<i>January 2 – Feb 19</i>
<i>Module 2 Administrator Roles - Jane</i>	<i>TBD</i>
<i>Module 3 – Student Management – Jane 200 hours develop</i>	<i>Dec 15 – Feb5</i>
<i>Module 4 – Administrator Management – Mike 80 hours develop</i>	<i>January start – 4 weeks -</i>
<i>Module 5 – Student Groups – Terri 200 hours develop</i>	<i>Feb 1st – April 15</i>
<i>Module 6 – Courses – Jane 200 hours design develop</i>	<i>Feb 7</i>
<i>Module 6a – Class – Mike 120 hours design develop</i>	<i>Feb 10</i>
<i>Module 7 - Equivalentents – Curricula – Terri 120 hours develop</i>	<i>April 18 – June 2</i>
<i>Module 8 – Enterprise functions – Terri 70 hours develop</i>	<i>June 2 – July 1</i>
<i>Create curriculum in HS</i>	<i>July 2016</i>
<i>Curriculum completion HealthStream</i>	<i>July 2016</i>
<i>Approximate total number of hours to design and develop</i>	<i>1000</i>

Project Approval

I agree to this Work Plan for (insert Project name). Please select the check box and date for approval.			
Name	Role	Check to Approve	Date
Renee Therrien	Business Owner	<input type="checkbox"/>	
D'Anne Carpenter	Business Owner	<input type="checkbox"/>	
		<input type="checkbox"/>	