

# Syllabus for HIMT420

## Healthcare Systems Project Management

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**NOTE:** This syllabus document contains the basic information of this course. The most current syllabus is available in the full course.

### Course Description

This course addresses the phenomenal impact information system (IS) projects have had on healthcare delivery. Students learn how IS healthcare projects affect organizations, doctors, patients, and chronic-illness treatments, as well as individuals interested in managing their healthcare. Concepts and tools for IS healthcare project management, process re-engineering, and work redesign are introduced. The purpose of this course is to expose students to IS project management activities in healthcare settings. Topics covered include recent IS healthcare project trends, budgeting, scheduling, resource management, scope, risk analysis, and deployment controls. The genesis of healthcare project management is covered using specific cases and examples. The writing emphasis (W-designation) classification of the course will help you achieve the course objectives.

### Prerequisite(s)

None.

### Course Outcomes

At the conclusion of this course, you will be able to:

- Understand what project management means and how it improves the success of projects in a healthcare setting.
- Demonstrate knowledge of project management terms and techniques, such as:
  - The project management knowledge areas and process groups
  - The triple constraint of project management applied to a healthcare environment
  - The project life cycle
- Apply healthcare project management tools and techniques, such as:

- Project selection methods
- Work breakdown structures
- Gant charts, network diagrams, critical path analysis
- Cost estimates
- Earned value management
- Motivation theory and team building
- Apply project management skills and tools to manage a project.
- Demonstrate and apply knowledge of a project management software tool to help plan and manage a project.

## Course Requirements/Components

### Quizzes

During the course students will complete 10 quizzes in total. Quizzes will be timed and consist of 15 multiple choice and or true/false questions.

### Writing Requirements

Writing is important in this course because it not only is a W-emphasis course, but also is the best place in your curriculum for you to practice technical writing as a means of business communication. The writing component of the course is divided into two parts: formal writing and informal writing.

#### *Formal Writing*

For the formal writing requirement, you will be individually producing case analysis milestone reports. The instructor will provide feedback on your writing. Files should be named “milestone#-firstname-lastname.docx” all lower case. Example: “milestone1-peter-haried.docx”. The reports will be evaluated based on the following criteria:

1. Clarity and completeness of the case analysis (30%)
2. Logic for making the determined recommendation and or key decision (20%)
3. Appropriateness of the rhetoric of writing (e.g., consistent sense of audience) (20%)
4. Format and mechanics of writing. (20%)
5. Professional appearance of the report (10%)

Over the course of the semester, you will individually submit ten (10) in-depth written case analysis milestone reports discussing an assigned healthcare project. Additional details and requirements will be distributed in a separate document. The case objectives are as follows:

1. To add realism to the classroom; to enable students to apply what they have learned.
2. To help students to integrate knowledge of the various functional areas and to employ principles of systematic analyses to healthcare project management issues.
3. To improve students' decision-making ability, primarily through practice in making decisions.
4. To help students see how actions are related and what they mean in a practical as well as a theoretical sense.
5. To improve a student's written communication skills.

### *Informal Writing*

For the informal writing requirement, you will review current healthcare articles and submit journal entries discussing your analysis. The purpose is to allow you the student to acquire a convenient and efficient means for learning in a less-structured setting. For the semester, learning through informal writing will be carried out via online informal journal entries (JE) discussing “**Latest and Greatest**” topics in the HIMT discipline.

You will be submitting your journal entry (JE) for me to review. The informal writing assignment's main goal will be to expose you to the “Latest and Greatest” emerging healthcare project management, information systems, technologies, and themes. We all know that in the world of HIMT the only constant is change. Hence, our textbook does not include all of the latest technologies or developments. I feel it is important for you as an HIMT student and future HIMT professional to be exposed to the “latest and greatest” developments. You are free to select any topic, video(s) and article(s) that are related to health information management.

Over the entire semester, students are required to develop a **disciplined reading program** and make **informal journal entries approximately bi-weekly**. Your journal entry (JE) must be submitted to the appropriate area in Canvas. Files should be named “**je#-firstname-lastname.docx**” all lower case. Example: “**je1-Michael-Jordan.docx**”. Since an HIMT professional (which you as HIMT students are striving to become) must apply new technologies to healthcare problems, you must keep up to date on the latest trends and techniques. The following will be required for informal journal writing submissions:

1. Set up a browsing schedule. This should consist of one or two hours a week that you will spend browsing articles related to HIMT.
2. You are required to submit a listing in your journal entry indicating the article citations you browsed over the time period. Be sure to include complete citations of the article (Note: Include at least **three (3) articles**). Include the hyperlinks if appropriate.

3. After reading each of your selected publications, select **one, two or more** articles to read thoroughly. Identify these articles and make an informal entry (2-3 pages). Feel free to write about what you find interesting, how this may impact the HIMT field and even the healthcare environment. Basically, you are given the freedom to discuss the articles as you deem fit. My main goal is to get you thinking about and keeping up to date with the developments in the HIMT field. Be sure to include the date and publication/knowledge-source.
4. Below are some suggestions; however, you should not cover or address all areas listed below. Feel free to use the suggestions below or address the articles as you deem best:
  - Briefly summarize the article (Just the main points, restating the entire article will not result in a high grade!!!)
  - Why is the topic you have selected **important and relevant to HIMT students**? Why is this of value/importance? What impact will the topic have on you personally, and or professionally?
  - What did you find interesting or not interesting?
  - Do you agree/disagree with the author?
  - Risks & Rewards
  - How can this issue impact the healthcare industry?
  - Why or why not would you implement this technology?
  - Legal or Ethical impacts?
  - Provide your own analysis/recommendations.
5. Submit your journal entry to the appropriate area **by the due dates** listed on the class schedule.

### Case Project Simulation

A major goal of this course is to give you the opportunity to apply your project management insights to a healthcare information systems project case. In order to achieve this goal, each student **will work through a healthcare project case simulation**.

The case simulation is broken up into **ten milestones** with deadlines scattered throughout the semester. The goal is for the milestones to break the project up into more manageable deliverables and to ensure that you are working and thinking about the project throughout the entire semester. All milestone reports are to be organized and submitted to Canvas (**in a single Microsoft Word file when possible**). Files should be named "case#-firstname-lastname.docx" all lower case. Example: "case1-peter-haried.docx".

### Project Management Software Memo

Students will have the opportunity to use write a memo recommending a project management software solution. Requirements are provided on the course site.

## Grading

The following grading scale will be used to evaluate all course requirements and to determine your final grade:

Grade	Percentage Range
A	90% - 100%
B	80% - 89%
C	70% - 79%
D	60% - 69%
F	0 - 59%

Assignment	Points
Quizzes (10 x 15 points)	150
Case Simulation Milestones (10 x 50 points)	500
Latest & Greatest Journal Entries (3 x 30 points)	90
Project Management Software Memo	35
Reflection Report	125
<b>Total</b>	<b>900</b>