

Information Governance Sample Project Plan

Sample Project Plan for an IG Project

This sample project plan can be used as a starting point for your organization. Engaging project management to assist you in managing this project can help the project move forward.

Task	Start Date	End Date	Responsible	Milestone	Status
Site Information Governance Tasks					
Initiation and Planning					
Create charter for IG program					
Create initial IG project plan					
Create communication plan (include escalation process)					
Determine IG quick wins (cleanup, savings, see note)					
Identify executive sponsors					
Define IG team					
Engage project management team					
Review/create organizational chart for IG					
Regular team meetings for IG team					
Establish budget					
Team training (AHIMA videos)					
Define IG roles as needed					
Site IG project kickoff meeting					
Site IG project planning meeting					
Project Execution					
Approve project plan with team					
Assess status of IG within the organization					
Begin communications per plan					
Senior leadership on board					
IG leader identified					
IG overview education begins					
Team communication begins					
Build value proposition					
Inventory information stores and paper repositories					
Categorize information assets					
Create a compelling story (elevator speech)					
Determine initial IG deliverables					
Determine pain point—first deliverable					
Development of an information classification process for use and valuation of information					
Discuss training needs					
Schedule initial training for core team					
Core team training complete					
Workforce and business partner					

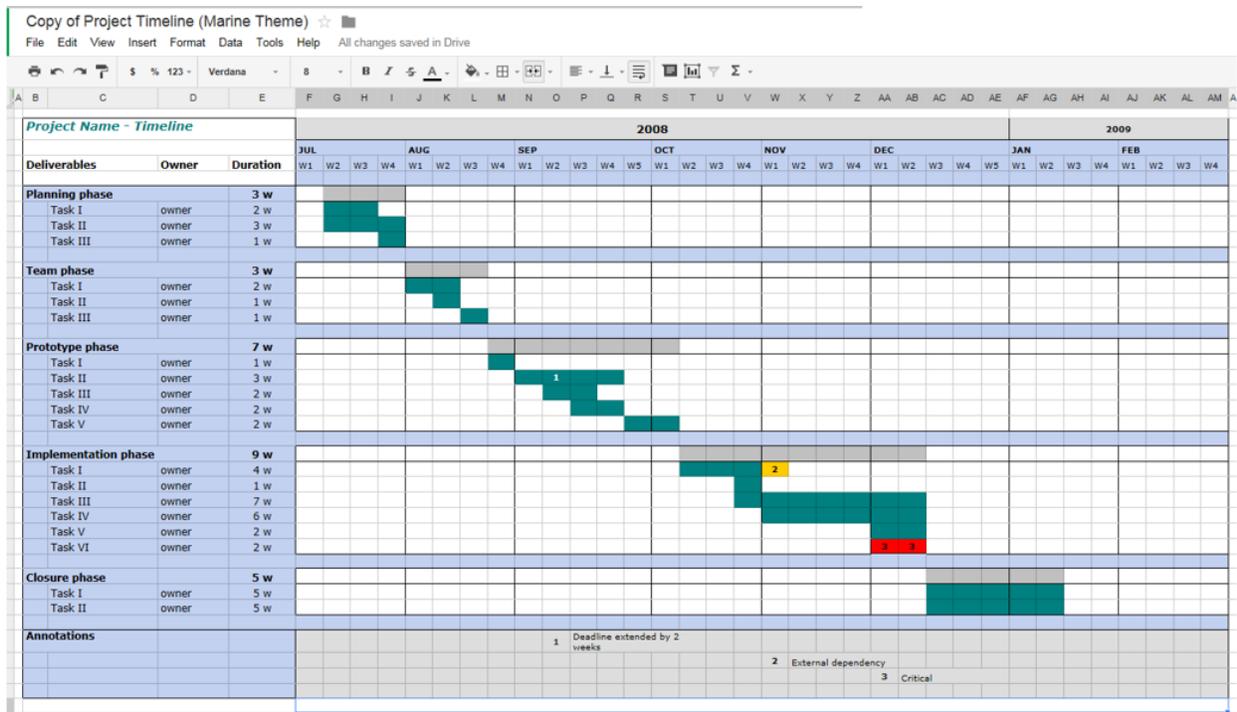
education begins (IG practices and principles)					
Inventory policies and procedures to be included in IG program					
Begin P&P review					
Schedule P&P updates					
Inventory reports					
Map data flows/information flows					
Review current workflows					
Develop new workflows as needed					
Review job descriptions/role descriptions					
Schedule update of job/roles if needed					
Establish protocols to correct errors in the EHR, PHR, legacy systems, all information systems					
Begin work on IG compliance/monitoring program (to extent possible)					
Project Monitoring					
Publish project status report					
Status meetings and notes					
Project Closure					

Initiation Phase

During initiation you will be setting up the framework for the program. Charter, communications plan, defining the team, and the other initiation steps outline the way the program is organized and how it will be run.

Planning Phase

The planning phase is a rigorous period when you will develop the project plan. First you will create a preliminary scope statement, which is important for evaluating and ad hoc work prioritizing requests. Project plans for information governance will be iterative. The team will define periods for planning and then adjust as the project moves forward.



The last step in the planning phase is to present the plan to the project steering committee and receive plan approval.

Execution Phase

Execution for information governance plans can take many forms. Each hospital must define the deliverables, focus, and quick wins for the facility. The team needs to create a compelling story, build a value proposition, and train the team.

Control Phase

During the control phase the project manager must monitor:

- Schedule progress
- Budget
- Scope

Change management is an important piece of the control phase.

Change Log Template:

Change Log							
Project:						Date:	
Change No.	Change Type	Description of Change	Requestor	Date Submitted	Date Approved	Status	Comments
Each change request is assigned a reference number.	This may be a design, scope, schedule or other type of change.	The change request should be described in detail.	Who initiated the change request?	When was the request submitted?	When was the request approved?	Is the change request open, closed or pending? Has it been approved, denied or deferred?	This section may describe why the change request was rejected, deferred or provide any other useful information.

Close-out Phase

Once the project is complete, the project manager must take steps to appropriately close out the project. The close-out phase is important because it confirms acceptance of the final project deliverables and transfers knowledge gained from the project to operational owners.

- Verify acceptance of final project deliverables
- Conduct post-project assessment and lessons learned
- Conduct post-project review and evaluation
- Recognize and celebrate outstanding project work
- Disburse project resources – staff, facilities, and automated systems
- Complete and archive final product records
- Ensure transfer of knowledge

Summary

Project management is the application of processes, methods, knowledge, skills, and experience to achieve the project objectives. Regardless of the nature of your IG project, the five phases of project management will guide your project to success.