

Everyone's Smart University

Project (Spring 2021)

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Section

Master

Date

Thursday

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Course Code

(PMG506)

Advanced project Management

Instructions:

- اخر موعد للتسليم هو يوم الخميس ٢٠٢١-٠٥-٢٨ في تمام الساعة ٩ مساءً.
- الإجابة متاحة باللغة الإنجليزية أو اللغة العربية مع مراعاة أن تكون المصطلحات العلمية باللغة الانجليزية.
- يتم تسليم المشروع في صيغة ملف pdf مع الالتزام نموذج الجامعة ولن تقبل أي مستندات أخرى.
- يجب مراعاة أقسام البحث الرئيسية (مقدمة Introduction، دراسات علمية سابقة Literature Review، طريقة البحث Methodology، النتائج والمناقشة Results and Discussion، وأخيراً المراجع References). وان كان هناك ملحقات Appendices يتم إضافتها).
- يجب الالتزام بـ Theme موحد كما يلي:
- حجم الخط ١٢.
- نوع الخط Arial.
- لون الخط أسود.
- المسافة بين الأسطر line spacing ١,٥.
- عدد صفحات البحث (لا يقل عن ثلاث صفحات ولا يزيد عن ست صفحات).

Instructor's Name: ~~Eng. Amaal Aburumman~~ Eng. Dr. Akram M. S. Ali

Project:

You are required to document your role in administering a project. The project may be set in a business, social, sporting, or family environment but must be of a significant size and scale. If you do not have an actual project to write about you may complete the project hypothetically. **This report will be between three to six pages in length.** This is a significant research project.

Your report must address ~~each~~ **ONE** of the following issues:

1. Identify and describe the purpose, scope, and objectives of the project. **Display this information using an appropriate tool.**
2. Describe how the team is given an outline of the project.
3. Describe the strategies that are going to be set up to maintain communication with the team members.
4. Describe the tools that are going to be used to monitor the goals, time frames or milestones.
5. Identify project milestones and activities. **Display this information using an appropriate tool.**
6. Create a budget and link the costs to the key milestones for a project.
7. Describe how you are going to divide tasks and resources amongst a project team. **Display this information using an appropriate tool.**
8. Briefly describe how the progress will be monitored.
9. How are current project records maintained? Who has responsibility for this? provide some recommendations on how this process could be improved.
10. Describe the current procedure for finalizing projects. Create your own procedure and identify how you will evaluate the success of the project.
11. Legislation that may affect the project including health and safety, and anti-discrimination legislation.

Best of luck...

المشروع:

مطلوب منك توثيق دورك في إدارة مشروع. قد يتم تعيين المشروع في بيئة تجارية أو اجتماعية أو رياضية أو عائلية ولكن يجب أن يكون بحجم مناسب. إذا لم يكن لديك مشروع فعلي لتكتب عنه ، فيمكنك إكمال المشروع افتراضياً. سيتمكن هذا التقرير من ثلاث إلى ست صفحات.

يجب أن يعالج تقريرك كل من **احد** القضايا التالية:

١. تحديد ووصف الغرض والنطاق والأهداف من المشروع. اعرض هذه المعلومات باستخدام أداة مناسبة.
٢. صف كيف يتم إعطاء الفريق مخططاً تفصيلياً للمشروع.
٣. وصف الاستراتيجيات التي سيتم وضعها للحفاظ على التواصل مع أعضاء الفريق.
٤. صف الأدوات التي سيتم استخدامها لرصد الأهداف أو الأطر الزمنية أو المعالم.
٥. تحديد معالم المشروع والأنشطة. اعرض هذه المعلومات باستخدام أداة مناسبة.
٦. إنشاء موازنة وربط التكاليف بالمعالم الرئيسية للمشروع.
٧. صف كيف ستقوم بتقسيم المهام والموارد بين فريق المشروع. اعرض هذه المعلومات باستخدام أداة مناسبة.
٨. صف بإيجاز كيف سيتم رصد التقدم.
٩. كيف يتم الاحتفاظ بسجلات المشروع الحالية؟ من المسؤول عن هذا؟ تقديم بعض التوصيات حول كيفية تحسين هذه العملية.
١٠. وصف الإجراء الحالي لإنهاء المشاريع. قم بإنشاء الإجراء الخاص بك وحدد كيفية تقييم نجاح المشروع.
١١. التشريعات التي قد تؤثر على المشروع بما في ذلك الصحة والسلامة ، وتشريعات مكافحة التمييز.

مع تمنياتي بالتوفيق..

Project title: PROJECT OF PROVIDING RESPIRATORY DEVICES FOR HOME HEALTH CARE

My role : project manager

Introduction

Project of providing home care respiratory devices in our hospital is valuable due to the goals and benefits that will be achieved from this project some of those goals is critical at this time due to the pandemic of COVID-19. The main goal is to utilize our hospital beds by the best way so its will be ready for any farther admission. Also, if we provide the patient with the optimal medical machines that designed for home use he can live with his family safely as known home better than hospital. however, it will help to decrease the direct and indirect cost of the hospital. The projecting of this work is to provide the devices as soon as possible with the specification that required in well-known time frame as it's the first time then it will be engaged in the hospital process like and another device.

Literature review

Home care is health care provision that serve sick patients whatever chronic or acute patients at their homes and with their families.¹ The aim of providing respiratory home care is to improve survival, reduce morbidity, foster independence and self-management, and improve quality of life¹. Individuals with chronic obstructive pulmonary disease (COPD) are the most common patient class that demands home health care services¹. devices are used in home health care for respiratory support were considered by 45 percent and oxygen therapy by 29 percent from all home care devices². The ability to manage projects through a well-organized monitoring system is a critical factor for success in this situation³. The term "project" refers to a task that has certain characteristics, such as a specific scope of function, specificity of resources for each project, and temporary efforts over a set period of time (start and finish dates are known)³.

Methodology

In the methodology we consider retrospective search to manage which devices is required and it's specification many topics and each of it was done as the following:

1. purpose, scope, and objectives of the project

As charted in the next table purpose, scope, and objectives were explained:

Project title : PROVIDING RESPIRATORY DEVICES FOR HOME HEALTH		
1.1 Project Information		
<i>Name of Client/department</i> <i>Respiratory Therapy unit</i>	<i>Sponsor of the project:</i> <i>Director of medical affair</i>	
<i>Name of Project manager:</i> <i>Ali Alkhathami</i>	<i>Project Location</i> <i>RCYMC. YANBU</i>	<i>Contact's Email address</i> <i>Ali-rt@windowsslive.com</i>
1.2 Description of the project: providing respiratory devices for home health care to be ready and stand by for any indicated patients		
1.3 initiative of the project In the last year 2020 we expert many patients their discharge from the hospital was delayed more than 1 month , if we provide hem with the optimal home care device that designed for that they can leave the hospital immediately.		
1.4 goal and objectives of the project <i>Goal is to provide the optimal devices</i> <i>Objectives to provide three types of devices (BiPAP, CPAP and Oxygen concentrator) with the optimal specification that charted in the deliverable section in scope statement.</i>		
1.5 Timeline of Project:		
Start Work: 20/01/2021	End of the project date: 12 / 04 / 2021	
1.6 Requirements of Approval: <i>The project is Approved already by the sponsor (medical affair director) and authorization to start the project is made. (approval done in Monday 11- 01 – 2021)</i>		
1.7 Conditions: All of the devices must be with minimum warranty of 2 years and authorized from Saudi Food And Drug Association		

2. team given an outline of the project:

After the processes collection, historical information gathered from similar projects and business case and benefits were reviewed I identify the related stakeholder and scope statement were created then expert team from the hospital was created and allocated to this project in the first meeting the project presented to them by me then we set in brainstorming to identify any other stakeholder and to identify any related risks. So, the team was outlined by the first meeting in very simple presentation.

3. strategies that are going to be set up to maintain communication with the team members.

Communication with team members was mainly done by weekly meeting and other communication tools as classified in the following table to be communicated with project coordinator and evaluated by the team member who already face the issue that indicate the communication:

Communication tool Priority	Discuss in weekly meeting	Email the issue with feedback	Email the issue with phone call and feedback	Arrange Urgent meeting
Low	X			
Medium		X		
High			X	
Very urgent			X	X

Results and Discussion

The result of this project was gaining the targets of the project by providing those devices to the hospital by the estimated quantities and specification as direct result 6 patients were discharged from the hospital next day after minimal training to the patients families members so the project hit its targets and goals perfectly.

References :

1- Home care in respiratory therapy

[Blayne T Clarke](#), BHSc

2- The use of advanced medical technologies at home: a systematic review of the literature

[Ingrid ten Haken](#),¹ [Somaya Ben Allouch](#),¹ and [Wim H. van Harten](#)^{2,3}

3- The Role of Project Management Office in Public Health: A New Approach for Establishment in Iran

[Morteza BAGHERPOUR](#)^{1,*} and [Asma ERJAEI](#)