<PROJECT NAME>

DESIGN AND DEVELOPMENT PLAN

Version <1.0>

<dd-mmm-yyyy>

This template guides project managers through more detailed project requirements including software and hardware, and dives deeper into implementation planning including training, policy compliance, security planning, and compliance testing. This document supports capturing the technical details of the project.

Version History

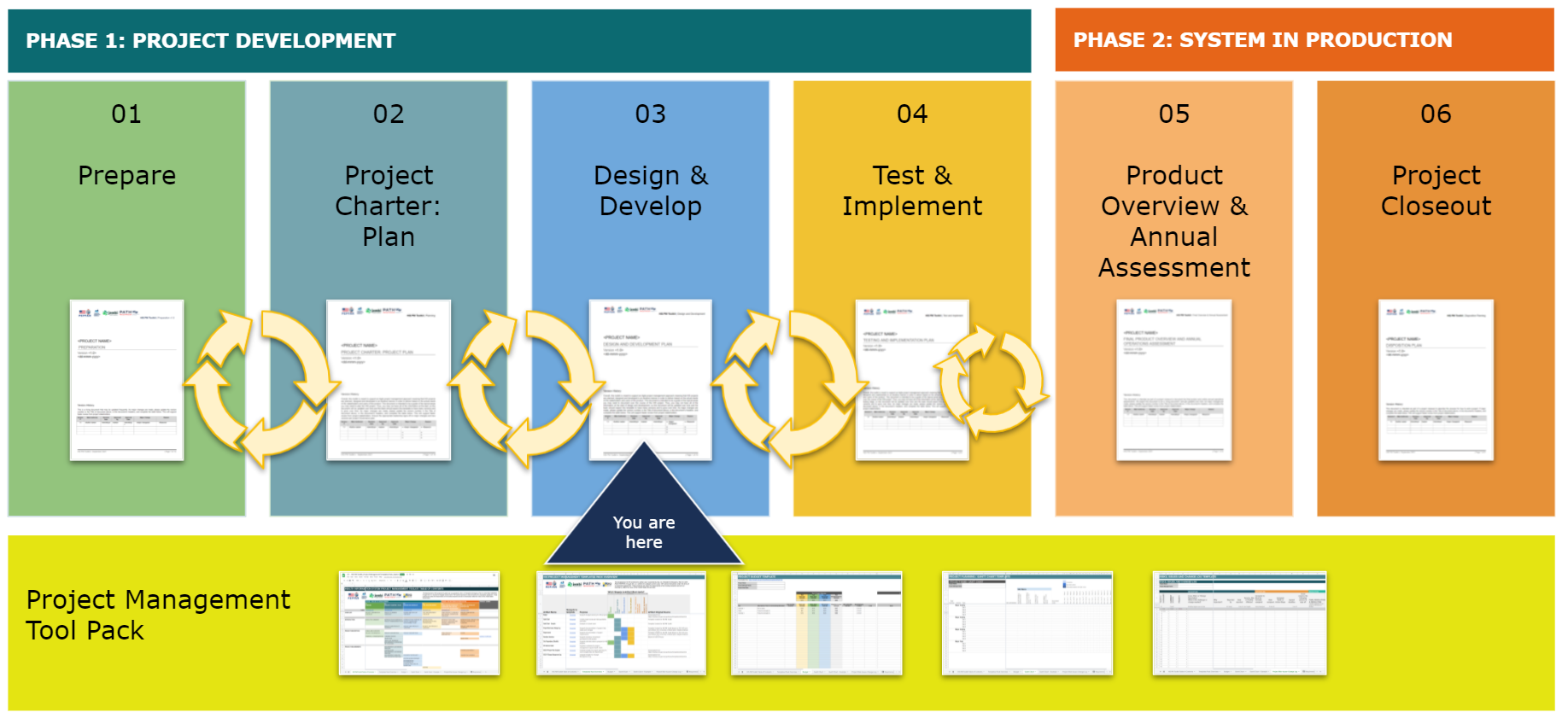
Overall, this toolkit is meant to support an Agile project management approach meaning that HIS projects are planned, designed and developed in an iterative manner in order to deliver based on the actual needs of the stakeholders and users of the product. This document is intended to be a guide of the topical areas you may need to document over the course of the HIS project. Thus, you may not have all of the information at the start of design and development, so this document will be updated over time and the team should expect this template to have many versions and to grow over time. As major changes are made, please update the version number in the Title of document above, in the document’s headers, and complete the table below. This will support faster review from project stakeholders.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Version #** | **Main Author(s)** | **Revision**  **Date** | **Approved**  **By** | **Approval**  **Date** | **Major Change** | **Reason** |
| 1.0 | **<Author name>** | **<mm/dd/yy>** | **<name>** | **<mm/dd/yy>** | * **<major change(s)>** | * **<Reason)>** |
|  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |

ABOUT THIS TOOLKIT

[The Health Information Systems Project Management toolkit was created for new and mid-level project managers to support preparation, planning, design, development, implementation, and project transition processes. Overall, this toolkit is meant to support an Agile project management approach meaning that HIS projects are planned, designed and developed in an iterative way in order to deliver a product based on the actual needs of the stakeholders and end users of the product. This template serves as a guide and should be **tailored to your project and project needs.** Throughout the toolkit you’ll find useful links for additional templates, guidance (“boilerplate”) language to help guide, along with checklists to help project managers think through critical elements of this stage.



ACKNOWLEDGEMENTS

This toolkit was adapted from CDC’s Enterprise Performance LIfe Cycle Lite templates in early 2021. Thank you to all of the individuals and organizations who have contributed. Members of the HIS PM Toolkit workgroup, who advised and shared feedback on the Toolkit include: Briana Lozano (US Centers for Disease Control and Prevention), Jan MacGregor (TEKsystems), Herman Tolentino (US Centers for Disease Control and Prevention), Linda Taylor (Jembi Health Systems), Brianna Musselman (PATH), Carli Rogosin (Digital Initiatives Group at the International Training and Education Center for Health (DIGI/I-TECH), University of Washington) and Elizabeth Dunbar (Digital Initiatives Group at the International Training and Education Center for Health (DIGI/I-TECH), University of Washington). The HIS PM Toolkit workgroup was led by the Digital Initiatives Group at the International Training and Education Center for Health (DIGI/I-TECH), University of Washington, as part of the PATH Consortium.

FUNDER ACKNOWLEDGEMENT

The development of HIS products for global use is supported by the U.S. President’s Emergency Plan for AIDS Relief (PEPFAR) through the U.S. Centers for Disease Control (CDC) TAP central mechanism under the terms of a cooperative agreement. These products are solely the responsibility of the funding recipients and do not necessarily reflect the views of the United States Government.]

NOTE TO THE PROJECT MANAGER

[Overall, this toolkit is meant to support an Agile project management approach meaning that HIS projects are planned, designed and developed in an iterative manner in order to deliver based on the actual needs of the stakeholders and users of the product. This document is intended to be a guide of the topical areas you may need to document over the course of this HIS project. Thus, you may not have all of the information at the start of design and development, so this document will be updated over time and the team should expect this template to have many versions and to grow over time.

This document is a template of a Project Management Design and Develop document for a project. The template includes instructions to the author, boilerplate text, and fields that should be replaced with the values specific to the project. Feel free to simply add hyperlinks to other documents that satisfy requirements; there is no need to duplicate work.

* **<Text in Black with angle brackets to be completed by you and the project team>**
* Text in plain black is boilerplate language that can be modified or deleted. These are offered as guidance but not mandatory formats.
* [Text in fun purple is instructions for you or describes the intent. It should be deleted]
* [Text in purple with gray background are examples to guide team]

Here are the recommended steps for filling this template:

1. Replace all text enclosed in angle brackets (e.g., **<Project Name>**) with the correct information. These angle brackets appear in both the body of the document and in headers and footers.
   1. Add details by modifying the boilerplate text as appropriate to your specific project.
   2. Add new sections as needed:
      1. If you’re used to Microsoft Word you can use section headers Styles to label these additional sections so they will appear in the table of contents (e.g. Heading 1, Heading 2, Heading 3). A tutorial is available [here](https://support.microsoft.com/en-us/office/video-using-styles-in-word-9db4c0f4-2754-4294-9758-c14a0abd8cfa).
      2. To update the Table of Contents, right-click and select “Update field” and choose the option- “Update entire table”
      3. While these templates are in Microsoft Word, they can easily be added to Google Docs for collaboration.
2. Before submission of the first draft of this document,
   1. Delete this “Notes to the Project Manager” section and all instructions in purple text
   2. Consider additional sections that you would like to add.The Project Manager can determine which additions are most appropriate for this project.
3. During the project
   1. We expect this Plan and Design document to be updated. Please ensure that the Project Manager updates the Version in the document title along with the Version History table as modifications are approved. We suggest that the Project Manager also keeps a copy of all previous versions of the document.
   2. Please ask questions and share feedback about these templates by emailing [hispmtoolkit@gmail.com](mailto:hispmtoolkit@gmail.com)

**Useful Links and Tool**

|  |  |  |
| --- | --- | --- |
| What | Purpose | Where |
| Project Management Software Overview | Overview of software options that can support project management. You may want to consider a ticketing system (e.g. JIRA, Asana) as you prepare to translate design requirements into tickets for development. | [PM Tool Pack](https://docs.google.com/spreadsheets/d/1SeJXZYu4_IseOLR4sfxQg5EAXANmD_fN/edit#gid=36835634) |
| Workflow Creator Software | Online tool that makes it easy to design workflows (patient flows or scenarios). This is a plug-in for Google Drive so you can also share your workflows with collaborators for their edits | [Draw.io](https://www.draw.io/) |
| Requirements | Template to help capture modules and features requirements | [PM Tool Pack](https://docs.google.com/spreadsheets/d/1SeJXZYu4_IseOLR4sfxQg5EAXANmD_fN/edit#gid=1143699912) |
| Additional Tools |  |  |
| Designing Digital Interventions for Lasting Impact: A Human-Centered Guide to Digital Health Deployments from UNICEF | This toolkit introduces human-centred design, a problem-solving process that starts with understanding the community and context surrounding a challenge. Designing for people and their everyday interactions allows us to solve for the right problems. The methodologies in this toolkit acknowledge this by focusing on observing, interacting with, and designing for the people that we seek to serve in addition to looking at technical constraints and specifications. | [Link](https://www.unicef.org/innovation/media/511/file/Designing%20Digital%20Interventions%20for%20Lasting%20Impact.pdf) |
| Interoperability for Public Health Agencies: A Self-assessment Tool | This assessment is designed to be conducted at the agency level as policies; workforce and IT hardware and software policies and practices are often a part of the agency’s overall governance framework. A separate assessment designed to be answered by individual programs is under development. In addition, the primary focus of this assessment is limited to internal agency capability for information exchange. Few questions focus on data exchange with external partners | [Link](https://www.phii.org/sites/default/files/resource/files/IOP%20Self-Assessment%202016.pdf) |
| CDC UP Change Management Log | Used to record and manage changes to the project (scope,budget,schedule) | [PM Tool Pack](https://docs.google.com/spreadsheets/d/1SeJXZYu4_IseOLR4sfxQg5EAXANmD_fN/edit#gid=1667046634) |

**Design and Development Process Checklist**

Overall, this toolkit is meant to support an Agile project management approach meaning that this project may be designed and developed in an iterative way. This checklist serves as a guide and should be reviewed at each design iteration.

DESIGN

* Clearly articulate the requirements gathering process that describes how (e.g. interviews, workshops) and from whom (e.g. clinicians, IT personnel) we will elicit requirements
* Clearly documented and approved set of requirements that includes stakeholder, functional, non-functional and informational requirements
* Create a Use Case or set of Use Cases that help to validate software requirements and test new software
* Develop and validate a set of documented Business Process or Workflow Models that help to extract requirements and communicate processes to stakeholders: these are especially helpful for developers and UX designers.
* Ensure team has considered the following features or needs in the requirements, where appropriate: Authentication and Authorization, Usability, Encryption, Audit, Interoperability, Data Validation, Scalability, Availability, Performance, Configuration, Backups, Support, Printing, Duplicate checking, Data migration
* Ensure that requirements for software, hardware and infrastructure security has been considered as part of the design
* Develop a documented high level technical design that describes the technical solution being proposed. This usually includes a diagram and a description.
* Develop a Technical Specification that describes how the requirements will be translated into technical pieces of work.
* If different software tools are being considered for use, develop a Software Evaluation Matrix / checklist that describes the criteria you will use for evaluation.
* Define Hardware specifications and infrastructure requirements needed for the solution
* Ensure that there are documented User Acceptance Criteria and the stakeholders who will perform acceptance testing have been identified.
* Define a documented Quality control process and standards.
* For the validation and approval of design requirements, ensure that key stakeholders are willing and able to participate in the iterative process, this is particularly important for end users of the project deliverables
* If major changes are made to this document, please update version number and ensure key stakeholders sign off on the new version
* Ensure that the project design requirements are reviewed and approved by project Governance board prior to beginning development

DEVELOPMENT

* Clearly document a process for moving design ideas into tickets for development
* If changes are made, revisit documentation from prior steps (e.g. Project Preparation or Project Charter) and update versions.
* There is an agreed person/group to make decisions around prioritisation of technical work
* There is an agreed way of working and standards for code development (e.g. code review). These should be agreed amongst the development team members.
* Ensure that there is a quality assurance plan and detailed test cases for each requirement and documented results for each test run
* Define a process for moving from development (dev) environment to production environment
* Define a process for updating Governance board on development progress and change management

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# EXECUTIVE SUMMARY

[Once the Design and Development plan is completed, please fill out the table below. This table will be copied and pasted into future templates as an overview, and serves as a simple summary of the project]

|  |  |
| --- | --- |
| PROJECT NAME |  |
| SOFTWARE/PRODUCT NAME |  |
| PROJECT MANAGER | Name:  Email:  Phone:  Whatsapp: |
| PROJECT BRIEF DESCRIPTION |  |
| INTENDED AUDIENCE |  |

# INTRODUCTION

## PURPOSE OF PROJECT DESIGN AND DEVELOPMENT PLAN

[Provide the purpose of the Design and Development plan is to outline functional and nonfunctional]

The **<Project Name>** Design and Development Plan describes the major design features of the project and how it will be developed.

# PROJECT DESCRIPTION

[Provide a brief description of the project and the processes the system is intended to support. This can typically be pasted from the project proposal. Also briefly state the business need for the project, its public health/business impact, and how the project goals align with the goals of project stakeholders, including CDC, Ministry of Health, or other core stakeholders]

# PROJECT REQUIREMENTS

[Requirements capture and specify specific intended behavior of the system being developed. They define things such as system calculations, data manipulation and processing, user interface and interaction with the application, and other specific functionality that show how user requirements are satisfied. These may relate to major project milestones developed in Planning phase]

## INFORMATIONAL REQUIREMENTS

The informational requirements section identifies the reports and enquiries that the system must produce. These requirements will often be gathered from stakeholders rather than users. It is also more demanding and difficult for the analyst to obtain these requirements accurately, because it invariably requires much more in depth business knowledge. Reports may include:

* Operational reports e.g. generate and print a discharge summary or patient label
* Management reports or dashboards e.g. Monthly number of patient admitted to the HIV Service
* Exception reports e.g. Lost to follow up, missed appointments, results not reviewed,
* Control reports e.g. data quality reports, waiting times in OPD, readmissions, audit reports etc.
* System Monitoring e.g. performance checks, failed logins, failed transactions

A table like this may help you organize Information Requirements. Complete one table per requirement.

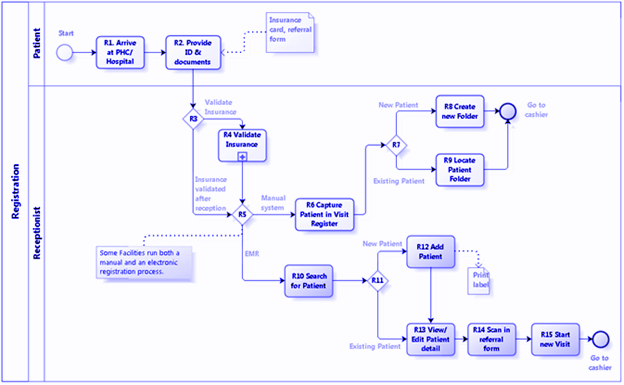
|  |  |
| --- | --- |
| **IR03** | **Detailed Report Requirements** |
| **Report Name** |  |
| **Report Description** | *Brief descriptions of the contents of the report* |
| **Purpose** | *Describe the purpose of the report* |
| **Audience** |  |
| **Triggers** | *Example: Management required progress reports on a monthly or ad hoc basis.* |
| **Input parameters** | *Example: The user can select to filter the report using the following Parameters:*   |  |  | | --- | --- | | **Parameter** | **Options** | | Province | List of all provinces in South Africa | | District | List of districts in the selected province | | Sub-district | List of Sub districts in the selected district | | Facility | List facilities in the selected sub-district | |
| **Sort Sequence** | **Default sort**:  Other sort options e.g. allow the user to sort by any of the columns |
| **Report Headers** | **Report Name**:  **Report Parameters**: |
| **Report Content** | *Describe the columns and expected data per column* |
| **Report layout** | *Add an example of what the report will look like with column headers and example data / add a wireframe* |
| **Report Footer for printed reports** | *Examples:*  *User (that ran the report)*  *Date Created*  *Date Printed (if printed)* |
| **Export** | *Example: Allow user to export reports to .xls or csv* |

## BUSINESS PROCESS OR WORKFLOW

[This section defines the expected business processes or workflows in the new solution. The processes are normally described as a workflow (a diagram that shows how information flows) and complemented by description (see examples below). These workflows are typically created first at a high level, and then expanded to show more detail. In some process modelling methods, they can be quite detailed to capture lower level processes. **Business processes** are high-level flows indicating input, processing and how the desired output is generated. Using a product like [Draw.io](https://app.diagrams.net/) or [Bizag](https://www.bizagi.com/en/platform/modeler)i may be helpful for quickly drawing and sharing workflows.

At this stage you may also want to identify the various user classes that you anticipate will use this product. User classes may be differentiated based on frequency of use, subset of product functions used, technical expertise, security or privilege levels, educational level, or experience. Describe the pertinent characteristics of each user class. Certain requirements may pertain only to certain user classes. Distinguish the most important user classes for this product from those who are less important to satisfy.

Below is an example of a workflow diagram and sample table. You can build these diagrams in Draw.io, which is helpful as you can share it with others on your team electronically and export drawings. Below the diagram is an example table of the description of each item in the workflow. You’ll note that R1 in the diagram corresponds to the first row. ]



|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Process** | **User Role** | **Description** |
| **R1.** | Arrive at PHC or hospital | Patient | The Patient arrives at the PHC or Hospital for a first, a follow up appointment, a planned procedure or they need to be admitted.    The Patient reports to the Reception desk or to the CBHI office depending on the local process. |
| **R2.** | Provide ID and documents | Patient | The Patient provides the receptionist with the CBHI member card, National Insurance card or TRACnet ID and any Transfer forms. |
| **R3.** | Decision Point | Receptionist | The processes in a hospital and PHC vary. The insurance can be validated when the patient arrives at reception or at the cashier. |
| **R4.** | Validate Insurance | Receptionist | Refer to sub-process Validate Insurance: The sub process includes validating the insurance manually and automatically. Insurance Validation can also be carried out later in the process by the cashier depending on the facility process. |

# SOFTWARE REQUIREMENTS

## STAKEHOLDERS REQUIREMENTS

[It is important that the various stakeholders are identified. Looking at the Stakeholders identified in the Planning stage, being to outline This extends beyond the users, and includes any system, department, organisation or person that may have an interest in the system or solution. Ensure you document the decision makers vs those stakeholders that must be kept informed. Document the expectations from the project for each stakeholder. Carry out the stakeholder analysis with the following grid:

* Impact: how will this project impact this stakeholder?
* Influence: how much influence will this stakeholder have on the project’s success?

Consider adapting and including the following grid in your final documentation:]

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Stakeholder Name** | **Organization** | **Contact Details** | **Impact**  (low, med, high) | **Influence**  (low, med, high) | **What is important to this stakeholder?** | **How can this person assist** | **How will stakeholders be engaged?** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

## 

## 

## SOFTWARE FUNCTIONAL REQUIREMENTS

The development of the <project system> will be aligned with best-practices of software development and will be done in multiple iterations broken into sections called phases. While the specifics and design of each module will also be guided by the project sites and its requirements, the basic result of the first phase will be a Minimum Viable Product (MVP).

**Software Key Principles:**

[Describe software requirements and any related processes. Include a detailed description of specific software requirements and associate them to specific project functionality/deliverables. Include information such as in-house development or purchasing, security, coding language, version numbering, functionality, data, interface requirements, brand name, specifications, etc.]

|  |  |  |  |
| --- | --- | --- | --- |
| **Software Feature** | **Specification / Functionality** | **Priority** | **Estimated Development Time Needed (days)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

* 1. SOFTWARE PERFORMANCE REQUIREMENTS

[Describe performance requirements and any related processes. Include a detailed description of specific performance requirements and associate them to specific project functionality/deliverables. Include information such as cycle time, speed per transaction, test requirements, minimum bug counts, speed, reliability, utilization etc.]

## ARCHITECTURE OVERVIEW

[This section should describe the proposed solution in a way that can be easily understood by stakeholders and that shows the overall system. There are many ways and levels to describe the architecture, from an abstract conceptual level to a more detailed application and technology level; however one or two high level diagrams should be sufficient to show the boundaries and components of the system, and capture the core elements of the solution. One example of how to document an application architecture is described below, but this may not be relevant for all solutions and is not the only way to describe it. See Appendix B for some examples of Architecture.

The application architecture described below was designed with careful consideration to use cases and the lessons learned from previous XXX implementations. Our goal with this architecture is to bridge the gap between the user requirements and technical requirements.

It is made up of four main areas:

* Data Access – represents how we manage our and store our data.
  + includes the actual database/s and the data access layer which determines how we interact with the data.
* Business Layer – represents the business rules and logic
* Presentation Layer – represents how the user interacts with the system via the User Interface (UI) i.e. how we display our information and what the users see
* Cross-cutting functions that affect the whole system e.g. authorization, authentication, auditing and logging.
  1. DESIGN AND DEVELOPMENT CODESIGN PLANNING

[Describe plans here for how end-users may be included in design and development, or testing of the software]

|  |  |  |  |
| --- | --- | --- | --- |
| **What** | **Audience** | **Purpose** | **When** |
|  |  |  |  |
|  |  |  |  |

# HARDWARE REQUIREMENTS

[Describe hardware requirements and any related processes. Include a detailed description of specific hardware requirements and associate them to specific project functionality/deliverables. Include information such as type of hardware, brand name, specifications, size, security, etc. Account for any back-up devices that may be needed if one breaks down etc. Here are some example requirements:

* The system must run on active (powered) equipment operating on specified voltage. All active equipment must include power plugs standard for the country/area.
* The system hardware components must have UPS that will enable equipment to be able to be powered down over a 15 minute time frame after loss of power
* Unless otherwise specified, all equipment must operate in environments of 10-30 degrees centigrade, 20-80 percent relative humidity

* 1. HARDWARE DEPLOYMENT AND MAINTENANCE PLAN

[Describe plan to deploy hardware and any associated costs. Will there need to be any training? Will hardware deployment need to hire technical experts? What kind of supportability and maintainability is required?]

## AVAILABILITY REQUIREMENTS

[Describe all of the technical requirements that affect availability such as hours of operation, level of availability required, down-time impact, support availability, etc. If there are performance requirements for the product under various circumstances, state them here and explain their rationale, to help the developers understand the intent and make suitable design choices. Specify the timing relationships for real time systems. Make such requirements as specific as possible. You may need to state performance requirements for individual functional requirements or features. Assign a unique ID number to each requirement.]

# 

# TRAINING AND CAPACITY BUILDING

[Consider the overall training and capacity building needed to design and develop this project. In the table below, list the cadre (or role) who will need training, what kind of training is needed, and draft a plan for how this training will be done.We often think about training end users, but fail to think about what training the personnel who build and maintain the system may require. Thinking through this at the start may influence what software or hardware you choose. Ensure Trainings needs are accounted for in budget]

|  |  |  |  |
| --- | --- | --- | --- |
| Cadre or Role | Name of Persons to be trained | What Training is needed? | How will this be done |
| Developers | * To be hired (TBH) | * OpenMRS developers training | * Contractor hired to support training |
| IT support / System Admin |  |  |  |
| Project Designers / Business Analyst |  |  |  |
| End users |  |  |  |

# POLICY COMPLIANCE

## COMPLIANCE REQUIREMENTS

[Based on the compliance requirements outlined in the Planning document, outline the plan here to ensure that the project also meets its intended purpose, describe here the plan to ensure test compliance with any policies or laws. How will the team ensure that the project is adhering to those requirements?]

|  |  |  |  |
| --- | --- | --- | --- |
| Policy | How will this project comply? | Verification Process | Who is responsible for ensuring compliance |
| International Standards |  |  |  |
|  | ADD examples |  | ADD examples |
| Data Privacy and Security Policy |  |  |  |
| IT Policy |  |  |  |
| Enterprise Architecture: HIS Policy? |  |  |  |
| Digital Health Strategy | ADD examples |  | ADD examples |
| Stakeholder- related policies |  |  |  |
| Capital Planning and Investment |  |  |  |
|  |  |  |  |

# SECURITY PLANNING

## SOFTWARE SECURITY REQUIREMENTS

[Describe all of the requirements that affect security of software and ensure that any security needs are accounted for in requirements. This is a good time to check in with any review compliance with Policies and Laws from the Planning section). From [IEEE Requirements document](https://web.cs.dal.ca/~hawkey/3130/srs_template-ieee.doc): “Specify any requirements regarding security or privacy issues surrounding use of the product or protection of the data used or created by the product. Define any user identity authentication requirements. Refer to any external policies or regulations containing security issues that affect the product. Define any security or privacy certifications that must be satisfied.” ]

* 1. HARDWARE SECURITY REQUIREMENTS

[Describe all of the requirements that affect security of devices and ensure that any security needs are accounted for in above requirements (e.g. locks, security bars etc). This is a good time to check in with any review compliance with Policies and Laws from the Planning section. From [IEEE Requirements document](https://web.cs.dal.ca/~hawkey/3130/srs_template-ieee.doc): “Specify those requirements that are concerned with possible loss, damage, or harm that could result from the use of the product. Define any safeguards or actions that must be taken, as well as actions that must be prevented. Refer to any external policies or regulations that state safety issues that affect the product’s design or use. Define any safety certifications that must be satisfied”]

# MEASURING PROJECT SUCCESS

# COMPLIANCE TESTING/ ACCEPTABILITY PLANNING

[Describe the approach to manage product quality during the project. Quality management is the process of defining the strategy and methods the team will deploy to ensure the project’s deliverables are of acceptable quality before they are delivered to the end users. Quality is defined as the totality of features and characteristics of a product that bear on its ability to satisfy stated or implied needs.

Describe what measures of project quality will be used for the project. Establish the **exit or acceptance criteria** for transitioning the system into production. Identify the criteria that will be used to determine the acceptability of the deliverables as well as any required technical processes, methods, tools, and/ or performance benchmarks required for product acceptance. For an information system, the measure may be no bugs or defects for certain critical requirements, consistent screen layouts, or correctly calculating variables. Some projects might choose to use a traceability matrix to determine if critical requirements have been met.

Next, describe how to assure quality during the project. This involves inspecting the product for quality. One way of doing this is to conduct an audit, which will examine the product at random to see if quality standards are being met. Another way is to have a testing team and a formal approach to testing the product, including documenting the defects. In a software development project, for example, controlling the consistency of screen layouts would include reviewing all screens to make sure they match the standards.

Finally, describe how any issues will be tracked from reporting to implementation. For example, a defect tracking system to ensure defects are fixed, retested, and closed. This could be the Issues, Risk, and Change Log or a ticketing system like JIRA.

The following is a list of example factors that may be considered in measuring success of an implementation.

* Completion of components in the implementation plan (site assessment, installation, etc.)
* Training conducted (HF Manager Orientation, System Administration, etc.)
* User training evaluations (did users’ skills and knowledge improve?)
* Use of the system
  + Regular logins to the system
  + # of charts entered by user per time period
  + # of reports generated
* Infrastructure and system performance
  + system availability / uptime
  + power outages - duration and frequency
* User Satisfaction Surveys
* User and System Issue Response and Resolution
* Data Migration and Data Reconstruction Completion and Accuracy
* Data Quality
  + % errors
  + % missing data
  + time difference between encounter and entry of data

Clinical Care Improvements]]

# 

# 

# 

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# APPENDIX A: REQUIREMENTS PLAN APPROVAL

[List the individuals whose signatures are desired. Examples of such individuals are Project Manager, Government officials, Implementing Partners, or Project Sponsor. Add additional lines for signature as necessary. You could convert this document into a PDF to make it easier for digital signatures. As you create new versions of the toolkit, you will want to duplicate this signoff sheet. As you change the version, you should systematically archive the old version in an electronic format.]

The undersigned acknowledge they have reviewed the ***<Project Name>*** Project Requirements Plan **<v1.0>** and agree with the approach it presents. Changes to this Project Requirements Plan will be coordinated with and approved by the undersigned or their designated representatives, and major changes to this plan will require future versions and signatures.

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| Signature: |  | Date: |  |
| Print Name: |  |  |  |
| Title: |  |  |  |
| Role: |  |  |  |

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| Print Name: |  |  |  |
| Title: |  |  |  |
| Role: |  |  |  |

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| Signature: |  | Date: |  |
| Print Name: |  |  |  |
| Title: |  |  |  |
| Role: |  |  |  |

# APPENDIX B: PROJECT WORKFLOW OR ARCHITECTURE EXAMPLES

Courtesy of JEMBI

