

Type: Research Paper

Subject: Nursing Leadership Course

Subject area: Nursing

Education Level: Masters Program

Length: 2 pages

Referencing style: APA

Preferred English: US English

Spacing Option: Double

Title: Project Scope and Charter

Instructions: please write a brief summary on page 1 about what is a project management tool, why is it used, and demonstrate what a project character is. then on page 2 demonstrate what a scope document is and why it's used. this has to be in apa format with 2 scholarly references less than 5 years old. the 2 attached documents has to be filled out according to the rubric and attached to the 2 page summary as one document. the picot to follow for the project is attached below.

Focus: for the 2 attached templates, an example of the assumptions part is all outside vendors will meet imposed deadlines; constraints part example are there any known barriers that might impede the progress; in the budget section it requires 3 to 5 budget line items with actual dollar amounts.

Structure: apa with the 2 attached documents add to the 2 page summary as one document.

Project Management

Name

Institution

Project management tools

Project management involves complex responsibilities and activities. Project management tools are various aids that have been developed to assist the people implementing the project perform various tasks and execute various responsibilities. Some of the tools include Gantt charts, logic network, PERT Chart, Product Breakdown Structure (PBS) and Work Breakdown Structure (WBS) (Kostalova and Tetreanova, 2018). Project management tools are essential for various purposes. First, the tools aid in outlining the objectives of the project. Secondly, project management tools ensure that the project is completed on time and various tasks are accomplished within the stipulated time. Thirdly, project management tools ensure that the complex project is broken down to various executable activities hence ensure that various tasks are handled concurrently hence saving on funds and time. Project management tools ensure effective use of various resources including labor, personnel, materials and equipment. Project management tools also create information and control systems. The project manager has to communicate effectively to various parties including other staff implementing the project and project shareholders.

Project charter

Project charter refers to a formal document that describes various vital attributes of the project. Project charter describes various stakeholders and their roles. The document also describes the objectives of the project and risks involved in implementing the project (Demirkesen and Ozorhon, 2017). The project charter also demonstrates a general overview of the project's budget.

Project Scope Document

A project scope document demonstrated various crucial attributes of a project including the deliverables and their features. A scope document provides a reference point for stakeholders and team members in case they want to refer to the project guidelines and measure the success of the project. The scope document provides a justification for the project including the need for the project and how the end results will solve the identified need. The scope document also demonstrates the boundaries of the project. Additionally, the scope document demonstrates the objectives of the research hence determining the targets that the team aims to achieve. The document also demonstrates project deliverables. The deliverables include the products to be created, marketing materials and advertisement campaigns. Project exclusions are also highlighted in the scope documents which are applications that are intentionally not included in the project. The scope document also evaluates the project constraints. There are three main project constraints that include time, financial resources and scope. The document also evaluates the assumptions made when carrying out the project.

Appendix A: Scope Statement

Organization's Name:

Project's Name: **Compliance of emergency department staff with wearing PPE, and the reasons for non-compliance**

Project Manager:

Sponsor(s), Title:

Organizational Priority (High, Medium, Low):

_____ High _____

Mission Statement: To ensure Compliance of emergency department staff with wearing PPE

Measureable Project Objectives

When should emergency department staff wear PPE to ensure comprehensive prevention against covid-19?

Why are some emergency department staff reluctant to wear PPE?

How effective are PPEs in protecting medical staff against covid-19?

Which strategies are most effective in ensuring that medical staffs wear PPEs?

Who are responsible in ensuring that emergency department staff wear PPE?

Justification of Project:

Covid-19 has led to the death of numerous people across the world. Medical staff are among the most exposed groups to covid-19 infections hence the need to protect them. PPEs have been proposed as among the most effective tools in protecting health care providers from the disease. However, more healthcare professionals continue to be infected despite the introduction of the PPEs. The project evaluates why emergency department staff fail to wear the PPEs and comply

with guidelines on wearing the equipment. The project is crucial in reducing the spread of covid-19 among health care providers.

Implementation Strategy:

The project will be accomplished by conducting a research on the research question.

Project Resources

The research will be conducted by the researcher.

Completion Date:

The project will be accomplished by 31st March 2021

Measures of Success

The success of the project will be achieved when the barriers of complying with PPE guidelines are established. Additionally, the success of the project will be determined by determining strategies to ensure health care staff wear the PPEs.

Assumptions:

The project will assume that the PPE equipment provided to medical staff are appropriate and up to the required standard and infection can only occur if the medical personnel fails to wear the equipment.

Constraints:

The project will be successful if there are sufficient studies and data to conduct the research. The project will also be accomplished if there is sufficient time.

APPROVALS

<i>Print or Type Name</i>	<i>Signature</i>	<i>Date</i>
Project Manager Approval:		

Owner or Sponsor Title and Approval:		

Appendix B: Practicum Project Charter

Project Title: Compliance of emergency department staff with wearing PPE, and the reasons for non-compliance

Project Start Date: 15th March 2021 **Project End Date:** 31st March 2021

Project Manager:

Budget Information:

Costs	USD
Transport and communication expenses to interview healthcare professionals	100
Purchase of research materials including questionnaires	120
Subscription to libraries where data and journal articles will be obtained from	100
Total	320

Measureable Project Objectives

When should emergency department staff wear PPE to ensure comprehensive prevention against covid-19

Why are some emergency department staff reluctant to wear PPE

How effective are PPEs in protecting medical staff against covid-19

Which strategies are most effective in ensuring that medical staffs wear PPEs

Who are responsible in ensuring that emergency department staff wear PPE

Approach:

The project will involve conducting a research. The research will involve both qualitative and quantitative data.

Roles and Responsibilities:

Project manager: the project manager will conduct the research including collecting and analyzing the data.

Comments

The project manager will ensure that the project is accomplished within the stipulated time.

References

- Demirkesen, S., & Ozorhon, B. (2017). Impact of integration management on construction project management performance. *International Journal of Project Management*, 35(8), 1639-1654.
- Kostalova, J., & Tetreanova, L. (2018). Proposal of project management methods and tools oriented maturity model. *Gestão e Projetos: GeP*, 9(1), 1-23.