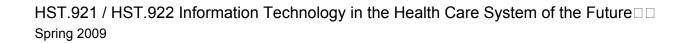
HST.921 / HST.922 Information Technology in the Health Care System of the Future, Spring 2009. Harvard-MIT Division of Health Sciences and Technology

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## HST 921 Project Management Timeline

Lectures	What	How
2/19	Projects assigned/determine next steps	<ul> <li>Decide on team logistics, weekly "meetings", methods for communication (Google group, etc.), and who will be the team "reporter" with the company</li> <li>Mirena will email the company to introduce the team/mentor, cc all, and also will send to the team any background received by the company</li> <li>Team to send to client brief background on members/mentor to the client and sent team bios, and schedule a first time to get briefed</li> <li>Name your project</li> <li>Review background</li> <li>Determine what you are missing</li> <li>Get input from both company contact and mentors/faculty about where/how to get additional information</li> </ul>
2/26	Define the project	<ul> <li>Create a list of category of experts you need to speak with for background</li> <li>Create and update weekly task list, lay it on a weekly calendar, assign responsibilities to team members</li> </ul>
3/5	Mini-Presentation #1 - Project Summary	<ul> <li>Compile secondary research</li> <li>Start conducting primary research</li> <li>(Note: Interviews w/industry people need at least 3 weeks lead time)</li> </ul>
3/12		Research (FILL IN DETAILS: WHO, WHAT)
3/19	Mini presentation #2 Uniqueness & Complementary Assets Presentation	Create <u>outline</u> for the report/presentations Research (FILL IN DETAILS: WHO, WHAT)
3/26	SPRING BREAK	Research
4/2	Team Mini-Presentation #3 - Elevator Pitch	Create sections for report and divide if needed
4/9		Finalize research and decide how to present
4/16		Develop first draft of presentation/report
4/23		Massage the preso/report
4/30		Preso/reports final – practice presentation according to guidelines (we'll determine time limits closer to the date)
5/7	Presentations Due	
5/14	Report Due	

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