

Project Status Report (Team Level)
 UTHSC Medical Pharmacology (Brescia)



Date: January 27, 2008

From: Jerry Bates, for Open Jar Solutions (OJS)

Accomplishments: (Since January 14, 2008)	0-50-100
<ul style="list-style-type: none"> • Selected project (1/14/08) and named project manager (Jerry) 	100
<ul style="list-style-type: none"> • Set up project management tool and enrolled team members (http://openjarsolutions.projects.zoho.com). Added course benchmarks to timeline 	100
<ul style="list-style-type: none"> • Set up team website with links to individual team members (http://www.ed-cu-cate.org). Established Ray Chapman as webmaster (it's his domain name and server space) 	100
<ul style="list-style-type: none"> • Met with project sponsor (Dr. William Brescia, January 22, 2008) @ UTHSC for introductions and initial questions about project proposal: <ul style="list-style-type: none"> ○ A performance problem exists with M2's being able to pronounce drug names in the clinic setting ○ Desired product is a performance support and reference tool for M2's in Medical Pharmacology class, using existing videotapes of other students pronouncing drug names ○ Project concept originated with course director of this same class: wants student pronunciations to use American English (vs. British) ○ Display names of drugs as video plays ○ Downloadable audio stream for students to use on MP3 or CD, possibly with track directory to advance to specific class of drugs ○ Drugs are classified into categories ○ NOT testing use of drugs, although classification of drugs chunks data for manageability ○ Client suggests learners will also use product as a reference guide as they move into clerkships in M3 year. ○ OJS suggested displaying syllabication as pronunciation guide; client had not thought of this, but liked the idea 	100
<ul style="list-style-type: none"> • Received from sponsor: <ul style="list-style-type: none"> ○ 5 original videotapes ○ Hard copy of drug list (50 pgs) ○ Drug list in ppt (another in Word) ○ contact information of IT person at UTHSC (Matt Grayson 448-7351 or mattgrayson@utmem.edu) ○ Web references: <ul style="list-style-type: none"> ▪ URL for calendar: http://www.utmem.edu/Medicine/Acad_Affairs/UME/index.php ▪ College of Medicine website: http://www.utmem.edu/Medicine/ ▪ OLSEN: all the important sites that the students use: http://www.utmem.edu/Medicine/OLSEN/ 	100
<ul style="list-style-type: none"> • Transferred powerpoint list to Word, confirming it matches the hard copy 	100
<ul style="list-style-type: none"> • Located website that syllabicates and pronounces (wav files) over 16,000 drug names (http://www.ummd.edu/altmed/ University of Maryland Medical Center) 	100

Pending Items: (Since January 14, 2008) (UNORDERED list)	0-50-100
• Verify viability of video tapes provided by client; some initial difficulty experienced with tape quality	0
• Copy videotapes and return originals to sponsor	0
• Contact UTHSC IT contact person to determine IT situation	0
• Formalize team and client communication plans	<50
• Define team member roles & responsibilities	<50
• Update team website with <ul style="list-style-type: none"> ○ Project description ○ Intended audience; customer/client ○ Grid showing scheduled team meetings ○ List of team member w/ bios/resumes, photos ○ Team roles 	0
• Conduct Performance/Needs analysis (expand on initial meeting)	<50
• Define where and how the product will be used	<50
• Define scope of work	<50
• Write project charter	0
• Write project plan	0
• Conduct learner analysis (2 nd year medical students in Medical Pharmacology course)	0
• Write design documentation	0
• Angela researching zoho wiki and uTube as alternate delivery systems	<50

Concerns and Recommended Actions: (Since January 14, 2008)
• Solidify planned use of zoho for project management; confirm with team.
• Project addresses a performance problem; may be <i>difficult to assess</i> given limited access to learners. Need to brainstorm as team as well as consult with Grant. <ul style="list-style-type: none"> ○ Access to learners for product evaluation will be difficult, per client's statement; cannot have face-to-face access to observe usage in action. Can we use an online survey on usability of product once we have beta version posted?
• SCOPE concerns: Sheer volume of drug list and client expectation to have ALL drugs in the final product: <i>is this doable in the timeframe of this course?</i> --Recommend discussing with Grant for ideas on how to negotiate this; probably need his intervention
• Database backend seems called for, to enable client to add to product after delivery; this adds complexity and requires that we delve into online database management—for which we may not be prepared. However, Ray seems conversant with this; need to confer with UTHSC IT dept.
• Need establish a regular communication plan: both with team and with client.
• How to manage expectations of client?
• To what extent will/should/must the client have access to the project website? Weekly 15/5's need to be mindful of which way this is determined.

Remarks:
• Thanks to Ray for team website using prescribed "tabbed" format and css!
• Zoho as project management tool seems going well
• Some initial confusion over content of electronic files not matching hard copy list
• Thanks to Ray for negotiating videotape duplication process