

HST 921 Project Management Timeline

| Lectures | What | How |
|----------|--|---|
| 2/19 | Projects assigned/determine next steps | <ul style="list-style-type: none"> Decide on team logistics, weekly “meetings”, methods for communication (Google group, etc.), and who will be the team “reporter” with the company 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 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 Name your project Review background Determine what you are missing Get input from both company contact and mentors/faculty about where/how to get additional information |
| 2/26 | Define the project | <ul style="list-style-type: none"> Create a list of category of experts you need to speak with for background Create and update weekly task list, lay it on a weekly calendar, assign responsibilities to team members |
| 3/5 | Mini-Presentation #1 - Project Summary | <ul style="list-style-type: none"> Compile secondary research Start conducting primary research <p>(Note: Interviews w/industry people need at least 3 weeks lead time)</p> |
| 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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