**Review of Guidelines for Evidence-Based Project (NURSING 6989)**

**SON Graduate Handbook 2012-2013 p. 34**

EVIDENCED-BASED PROJECT GUIDELINES

1. The evidence-based project results in an evidence-based paper. Types of projects include but are not limited to the following (all but d. require an IRB submission):

a. Development of an innovative clinical/teaching program

b. Evaluation of a clinical/teaching program

c. Participation with a faculty member on a research project resulting in a scholarly paper suitable for publication

d. Development of evidence-based systematic review of literature in specific area (this does not require an IRB submission)

e. Development of an evidence-based clinical protocol

f. Development of a detailed teaching project

2. The final report is located in the SON with appropriate binding. (let’s make this an electronic portfolio)

3. The organization of the project should be assembled as follows:

a. Introduction (including overview of goals and significance of the project).

b. Theoretical/conceptual Framework

c. Review of the literature

d. Plan for the Implementation of the project

e. Implementation and evaluation of the project

f. Appendices

g. References

h. Biographical sketch

Based upon Bobbie and Mary’s experience this fall, perhaps we could expect to get students to the IRB submission stage by end of semester and work on selected activities from the original syllabus:

* + Project proposal/description
	+ Project management planning, reporting and evaluation
	+ Presentation of proposal to appropriate committee/group for approval
	+ Preparation and submission of IRB proposal as needed
	+ Collaboration within group and with course faculty or other researchers on various aspects of project implementation (activities vary according to type of project)
	+ Abstract submission to a regional or national professional conference – preferably one held in spring semester (e.g. SNRS, GANE, STTI, CNL Summit, etc.)
	+ Selection of professional journal for manuscript
	+ Preliminary layout for a professional poster – to be completed in subsequent semester

We could weave in the gaps that Mary mentioned (as reported by the CNL group):

Literature review

They would have already had this exposure in 6400, so doing a review should be straightforward, and would be part of the project.

Project management

This might be the focus of this 6989 credit and could include:

Collaboration in project teams to include conflict management

**Tentative Course Outline**

I am cmapping this today and it will be [here](http://cmapspublic3.ihmc.us/rid%3D1L83QF798-1DZ8026-ZX5/6989%20First%20credit.cmap) (currently just a template)

|  |  |  |
| --- | --- | --- |
| Week | Topic | Activities |
| 1 | Introduction | Organizing groups (the process) |
| 2 | Choosing an EBP topic |  |
| 3 | Choosing an EBP topic |  |
| 4 | Google+ as a project manager orientation |  |
| 5 | Google+ as a project manager orientation |  |
| 6 | Define Project Objective | With the project team in place, the overall project purpose will be verified and detailed project objectives developed. A phase-exit review will be conducted to ensure that the project is ready to move into the next phase, which is planning.Deliverables: project charter, phase-exit review checklist. |
| 7 | Define Project Scope | An appropriately detailed Work Breakdown Structure (WBS) will be developed to ensure the project scope is properly agreed to and understood by all stakeholders. This also allows the complete project to be split into appropriate sub-projects and/or phases.Deliverables: Project work breakdown structure. |
| 8 | Construct an Initial PlanManaging conflict | Once tasks of an appropriate level have been identified in the WBS, they will be organised by the project team into logical network diagrams, with estimated durations. This allows the project leader to predict when activities will be complete, assess the feasibility of target dates, and identify the critical path for the project.Deliverables: Initial work plan. Conflict resolution plan. Selection of professional journal for manuscript. |
| 9 | Obtain Stakeholder Buy-in | To ensure the project is implemented as smoothly as possible, with the support of the involved parties, it will be necessary to review the initial plans with all the major project stakeholders and to solicit buy-in from each one. A phase-exit review will be conducted to ensure that the project is ready to move into the next phase, which is control.Deliverables: Approved final plan, phase-exit review checklist. |
| 10 | Publish the Plan | Once the plans are agreed to, they must be effectively communicated to all stakeholders. This can be done in hard copy or via electronic media, depending on the resources available. On most projects, a communications plan will be developed, and distribution of the plans will follow the guidelines laid out in the communications plan.Deliverables: Plan published to all stakeholders. |
| 11 | Collect Progress Information | On a regular basis, the project leader will collect progress information that has been reported by the project team. This will allow the compilation of progress reports, such as:1. Activities completed within the past two weeks.2. Activities forecast for the next two weeks with a focus on activities on the critical path.3. Prioritised issues report.Deliverables: Set of progress reports, set of exception reports, metrics report, (phase-exit review checklist). |
| 12 | Analyse Current Status | By analysing the progress information received, the project leader will be able to augment the above reports with information about which areas of the project are of concern and where problems are likely to occur in the future. This allows leaders to focus on the important/critical areas of the project.Deliverables: Project evaluation report(s). |
| 13 | Adjust the Plan, and Manage Project Change | Based on the analysis, and with the support of the project team, the project leader will make plan adjustments to help reduce risks, accommodate scope changes, or to compensate for activities that have not occurred on schedule. Once this has happened, the plan will re-published and the cycle repeated until the project is complete.Deliverables: Change request consensus, updated plan. |
| 14 | Close Project | When the objectives of the project have been achieved, the project leader will close down the project. This will involve archiving of the project materials. A lessons-learned document will be developed to benefit future projects, and if possible a project team celebration will be held.Deliverables: Final project report including lessons learned. |
| 15 | Poster Fundamentals | Poster templatesDeliverable: Preliminary layout for a professional poster |
| 16 | Course wrap | Delivery of IRB submission |