LEARNING LAB

Welcome to Medic 102. I'm Doc Studnek. This week, we'll continue the AWESOME journey into how Medic works with a short discussion on ***Project Maps***.

Project Maps are tools Medic uses to manage projects. It keeps project teams accountable and helps each team complete their work on time. Below, you'll see an example of a live projects map. As discussed a couple of weeks ago, this is current project: assessing the needs of our employees.

There are six important sections in a project map:

Project Objective: This section is at the top of the map and provides the aim for the project so that the team stays true to its purpose.

Objectives: The objectives are typically taken from the goal section of a charter and are those activities which must occur for the project to be considered completed.

Major Tasks: The major tasks are linked to each objective and are the steps that the team has identified that need to be completed in order for the objectives to be accomplished.

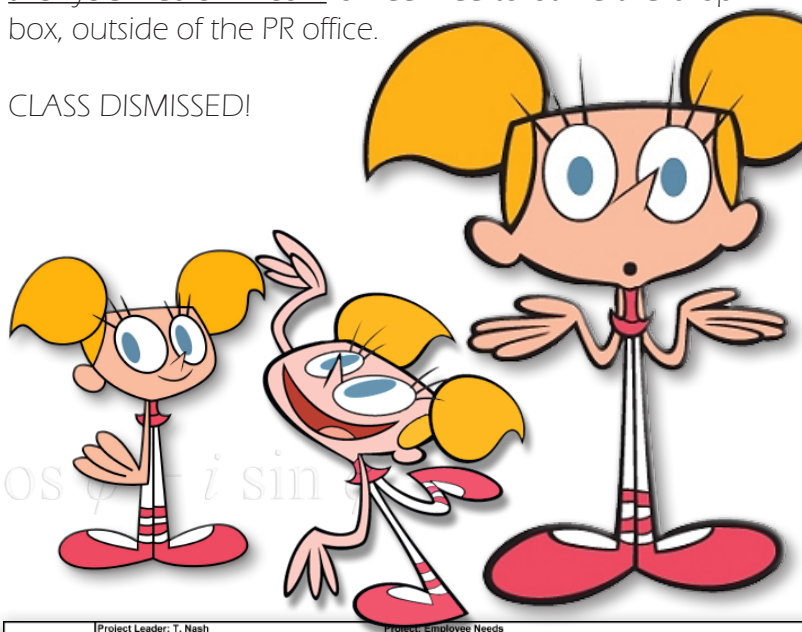
Owner: Each major task is assigned an owner from the project team to ensure that the task is completed. This clearly manages expectations and accountability of project team members.

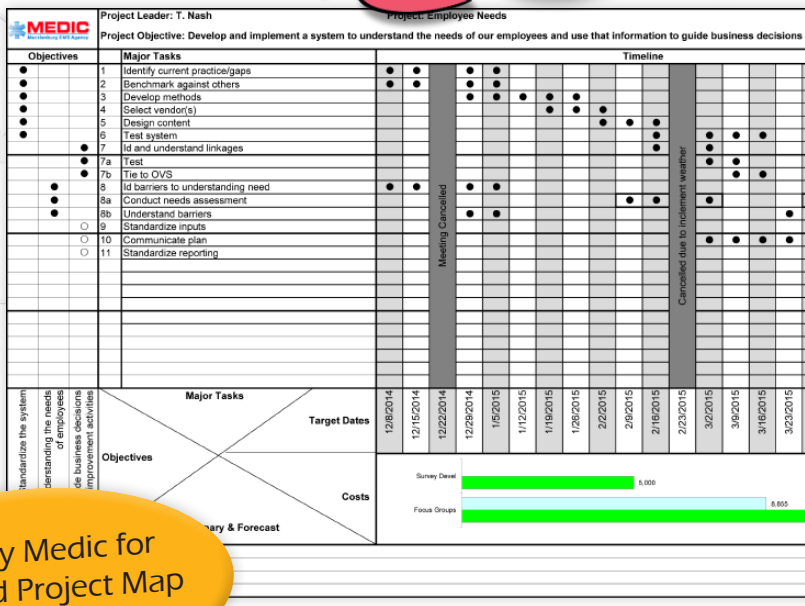
Target Dates: This calendar indicates how long a team thinks each task will take to complete and when that task needs to be completed by. Completing a timeline early in a project is very important so that a team can communicate with the organization when they expect to be done.

Costs: This section tracks how much money was budgeted for the project and how much has been spent. Appreciating the cost of improvement allows us to assess from a financial perspective whether the changes made were worth the price.

If you have any questions, please contact Tiffany at tiffanya@medic911.com or feel free to utilize the dropbox, outside of the PR office.

CLASS DISMISSED!





Visit My Medic for enlarged Project Map sample.

PROJECT MAP