

# 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.

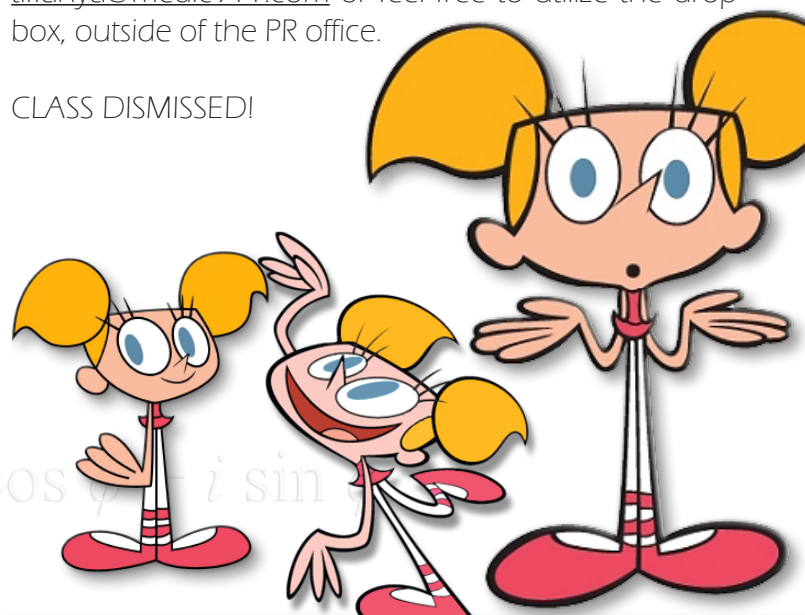
**Owner:** Each major task is assigned an owner from the project team to ensure that the task is completed. This clearly manages expectations and accountability of project team members.

**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 [tiffany@medic911.com](mailto:tiffany@medic911.com) or feel free to utilize the drop-box, outside of the PR office.

CLASS DISMISSED!



Project Leader: T. Nash		Project: Employee Needs	
Project Objective: Develop and implement a system to understand the needs of our employees and use that information to guide business decisions			
Major Tasks		Timeline	
Objectives	Major Tasks	Timeline	
1 Identify current practices/gaps	1	12/8/2014	12/15/2014
2 Benchmark against others	2	12/22/2014	12/29/2014
3 Develop methods	3	1/5/2015	1/12/2015
4 Select vendor(s)	4	1/19/2015	1/26/2015
5 Design content	5	2/2/2015	2/9/2015
6 Test system	6	2/16/2015	2/23/2015
7 Identify and understand linkages	7	3/2/2015	3/9/2015
7a Test	7a	3/16/2015	3/23/2015
7b Tie to OVS	7b		
8 Identify barriers to understanding need	8		
8a Conduct needs assessment	8a		
8b Understand barriers	8b		
9 Standardize inputs	9		
10 Communicate plan	10		
11 Standardize reporting	11		
Major Tasks		Target Dates	
Objectives		Costs	
Standardize the system		Survey Development	
Standardize the needs of employees		Focus Group	
Standardize business decisions		5,000	
Standardize improvement activities		5,895	
Major Tasks		Forecast	

Visit My Medic for enlarged Project Map sample.

## PROJECT MAP