Course Information

Course Description:
This course will explore the project management concepts and skills related to the analysis and design of information systems. Topics will include project management, systems lifecycle and solution design, vendor and system selection, and evaluating solutions against strategic objectives.

Course Objectives:
Upon completion of this course, the student will:

- Explore the role and tools of the Project Manager in the analysis and design of information systems.
- Participate in the strategic and tactical planning for an informatics solution design.
- Analyze user, information, and business process requirements for an informatics solution.
- Design a business process recommendation for improvement of workflow using an informatics solution.
- Develop functional and technical specifications for an informatics solution based upon identified needs.
- Analyze economic, technical, and human resources to develop and select an informatics solution in the development of a working project plan.
- Apply informatics theories and information management practices and standards related to security to the design process.
- Create an evaluation plan for an informatics solution including measurable outcomes or metrics for use in calculating the ROI.

Prerequisites:
NURS 5402/6402/7402, NURS5407/5407/7407

Course Topics:
I. Project Management: Analysis & Design Strategies

1. Organization of an informatics team
2. Selected Project Manager leadership skills
3. Application of informatics theories to practice
4. Project management tools such as project plans, budgeting, resource allocation, timelines
5. Use of project management software

II. Systems Analysis

1. Lifecycle
2. Needs assessment for problem identification
3. Business process, patient care delivery, and workflow analysis
4. User assessment
5. Current information system assessment and interfaces
6. Design specifications: functional & technical
III. Solution Design and Selection

1. Selection and recommendation of an informatics solution
   1. RFI & RFP
   2. Usability testing

2. Vendor/Partner selection
   1. Contract elements
   2. Relationship management

3. Designing solution models based upon business case, patient care needs, and information management standards

4. Establishing baseline metrics for measurement of ROI

5. Evaluating solutions against strategic objectives, healthcare practice benchmarks and outcomes, and data standards

Specific Course Requirements:

Digital literacy is expected for this course. Should a student need to supplement their skills, Microsoft offers free online tutorials at http://office.microsoft.com/en-us/training/FX100565001033.aspx.

Textbooks, Supplementary Materials, Hardware and Software Requirements

Required Textbooks:

Please visit the Virtual Bookstore to obtain textbook information for this course: http://rodp.bkstr.com

From Previous Coursework:


Microsoft Application Resources

Supplementary Materials:

Choose an intermediate level Microsoft Office (Word, Excel, PowerPoint, & Access) resource that is aimed at your learning style. I recommend going to a bookstore and spending some time reading several of these references to determine if the mix between text and pictures meet your needs. Depending upon your level of experience, you may choose to purchase individual resources if you already function at the intermediate level in several of these applications. You will use this throughout the curriculum.

Hardware Requirements:

The minimum requirements can be found at http://www.rodp.org/students/hardware_software.htm. Specific hardware requirements for this course include access to a computer with the capability to run Microsoft Office Professional 2007 software (1 GHz processor or higher; 1 GB RAM or higher, Windows
XP SP2 or Vista, minimum of 2GB free Hard Drive space).

**Software Requirements:**
The minimum requirements can be found at [http://www.rodp.org/students/hardware_software.htm](http://www.rodp.org/students/hardware_software.htm). Students will be expected to use components of Microsoft Office 2007 Professional throughout the Informatics program of study inclusive of Word, Excel, PowerPoint, & Access. Academic pricing is available.

Additional required software: Microsoft Visio & Microsoft Project

In addition, the following free plugins will be required: Adobe Acrobat Reader & FLASH

**Instructor Information**
Please see the separate page inside the course to find instructor contact information as well as a statement of virtual office hours and other communication information.

**Assessment and Grading**

**Testing Procedures:**
All course requirements are submitted online.

**Grading Procedure:**
During the course students will explore informatics theory and practices as a foundation through on-line lectures, guided readings, and a variety of learning activities. Some learning activities contribute to the final course grade, while others are designed to assist the student with content mastery. All graded learning activities will include a grading rubric to detail for students how the activity will be graded.

Students will have opportunities for discussion of content with students and faculty via discussion forums.

**Grading Scale:**
- A = 93-100
- B = 85-92
- C = 77-84
- D = 70-76
- F = <70

**Assignments and Participation**

**Assignments and Projects:**
The following learning activities will be introduced during the course. All due dates are listed in the calendar.

- 20% Project Manager (10%)/Team Activities(10%)
- 20% Project 1: Project Plan for Analysis & Design
- 15% Project 2: ROI Metrics
- 25% Project 3: System Design
- 15% Project 4: Proof of Concept
- 5% Final Exam

Details about these assignments are found in the appropriate course modules. All written work must display the writing skills of a professional. Assignments submitted with grammatical or spelling errors will not be accepted.
Class Participation:

All students are expected to actively participate in online class discussions as presented. The aim is to encourage interaction among students and faculty, not simply to present information. Student responses to discussion questions must be substantive, that is, thoughtful and analytical. Because the D2L system has its own way of formatting material posted on the discussion feature, the student will not be expected to strictly follow APA guidelines for online submissions. However, the student is held to academic and professional standards of writing style and the use of proper grammar, punctuation and spelling.

Punctuality:

Late Policy: Assignments are not accepted after the due date unless prior arrangements are made in advance of the due date. This course is demanding, so it is imperative that you stay on target with your progress!

Students are expected to:

- Check the course calendar for the due dates of assignments.
- Check the course home page and FAQ frequently.

Course Ground Rules

- Learn how to navigate in the D2L system.
- Participate by responding to all discussion questions & and issues.
- Watch for course and technical announcements on the course home page.
- Use the assigned college or university e-mail address as opposed to a personal e-mail address.
- Contact the instructor if unclear about assignment expectations. Use the Questions for Instructor Discussion whenever possible so other students may learn from your question!
- Address technical problems immediately.

Guidelines for Communications

Email:

- Always include a subject line.
- Remember without facial expressions some comments may be taken the wrong way. Be careful in wording your emails. Use of emoticons might be helpful in some cases.
- Use standard fonts.
- Do not send large attachments without permission.
- Special formatting such as centering, audio messages, tables, html, etc. should be avoided unless necessary to complete an assignment or other communication.
- Respect the privacy of other class members

Discussion Groups:

- Review the discussion threads thoroughly before entering the discussion. Be a lurker then a discussant.
- Try to maintain threads by using the "Reply" button rather starting a new topic.
- Do not make insulting or inflammatory statements to other members of the discussion group. Be respectful of others' ideas.
- Be patient and read the comments of other group members thoroughly before entering your remarks.
- Be cooperative with group leaders in completing assigned tasks.
- Be positive and constructive in group discussions.
• Respond in a thoughtful and timely manner.

Chat:
• Introduce yourself to the other learners in the chat session.
• Be polite. Choose your words carefully. Do not use derogatory statements.
• Be concise in responding to others in the chat session.
• Be prepared to open the chat session at the scheduled time.
• Be constructive in your comments and suggestions

Web Resources:
• Columbia Guide to Online Style by Janice R. Walker and Todd Taylor
• Citation Styles Online http://www.bedfordstmartins.com/online/cite6.html

Library
The Tennessee Virtual Library is available to all students enrolled in the Regents Degree Program. Links to library materials (such as electronic journals, databases, interlibrary loans, digital reserves, dictionaries, encyclopedias, maps, and librarian support) and Internet resources needed by learners to complete online assignments and as background reading must be included in all courses.

Students With Disabilities
Qualified students with disabilities will be provided reasonable and necessary academic accommodations if determined eligible by the appropriate disability services staff at their home institution. Prior to granting disability accommodations in this course, the instructor must receive written verification of a student's eligibility for specific accommodations from the disability services staff at the home institution. It is the student's responsibility to initiate contact with their home institution's disability services staff and to follow the established procedures for having the accommodation notice sent to the instructor.

Syllabus Changes
The instructor reserves the right to make changes as necessary to this syllabus. If changes are necessitated during the term of the course, the instructor will immediately notify students of such changes both by individual email communication and posting both notification and nature of change(s) on the course bulletin board.

Technical Support
Telephone Support:
If you are having problems logging into your course, timing out of your course, using your course web site tools, or other technical problems, please contact the AskRODP Help Desk by calling 1-866-550-7637 (toll free) or go to the AskRODP website at: http://help.rodp.org