

BMDS7006

Self-Directed Learning Activity for Week 6 3rd November 2022

For this week you are provided chapters from the following book

N. Munier, Project Management for Environmental, Construction and Manufacturing Engineers: A Manual for Putting Theory into Practice, 2013.

Please read through the chapters. You can look into more literature focused on projects (IS/IT) in health and social care settings

Consolidate your answers to the following questions in the form of a draft word document with appropriate in-text citations and references, which we shall come back to in a future group session. You will also require them for future coursework.

Essential Skills for project management:

1. Make a List of essential skills for managing an IS project in Health and Social Care settings.

Communication, negotiation and conflict resolution:

1. Why Communication is important. Make a list of communication methods and techniques.
2. Why Communication Management plan is important for a project? Make a list of methods, techniques, components/tools that are used in your organisation to facilitate inter-organisational communication, intra-organizational communication and communication outside the organisation.
3. List their advantages and disadvantages/barriers.
4. Define a win-win situation and explain how it affects the strategy of your approach.
5. Define a win-lose situation and explain how it affects the strategy of your approach.
6. What is the best way to gain consensus: accommodating, competing, compromising, or collaborating? Why?
7. If you were the moderator of a meeting and a “know-it-all” was trying to hijack it, how would you handle it?

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Risk and Safety:

1. Make a list of Potential risks of an IS project in Health and Social Care settings.
2. What are the ways to deal with them and how to manage them proactively?
3. What is a make/buy decision and why is it important to risk management?
4. “Managing risks and ensuring safety are two sides of the same coin” is this statement true/false? Justify your answer.
5. Discuss how the safety of the stakeholders/resources can be ensured in an IS project in Health and Social Care settings?

Cost & Budgeting:

1. What are key questions that need to be asked prior to estimating a Health information system project costs?
2. Give an example of each of the following: direct cost, variable cost, and indirect cost.
3. What are the three types of estimating and their accuracy ranges?
4. List and explain the five necessary elements of a contract.
5. What are the ways an organization can organize for contracting?
6. What are the advantages and disadvantages of each?
7. What are the steps in the procurement process?