

## Project Management Worksheet #1: NEEDS ASSESSMENT AND OBTAINING BUY-IN

Name:

Date:

Project Title:

### **Purpose of the Project**

State briefly what you have chosen to investigate, what curriculum you will develop, or what framework you will design.

Alternatively, write the question you are trying to answer as a research inquiry in a PICO format.

P = the **Population** of learners/patients you are planning to study

I = your planned **Intervention** (e.g., curriculum, needs assessment)

C = your **Comparison** group (e.g., historical controls, pre-post)

O = the **Outcomes** you plan to measure

Example: For pediatric residents, what is the impact of a simulation-based procedures curriculum on central line complications, compared to historical controls?

*Write text here.*

### **What is the rationale for your project?**

Define the educational or health care problem that you intend to address with your project. Explain why the problem is worthy of investigation.

A needs assessment of targeted learners is a process that allows educators to clarify the specific needs of their learners and identify the differences between the actual characteristics of the learner group and the ideal characteristics – “what is” and “what should be.”

By assessing the needs of their learners, educators can more effectively focus the course or project, write goals and objectives, identify best teaching strategies, and/or help to determine appropriate evaluation methods.

### **What information do you need to collect about your targeted learners and their current learning environment to best understand their needs?**

**Identify one or more methods for your needs assessment.** Examples include informal discussions, interviews, focus groups, questionnaires, learner self-efficacy ratings, direct observation, and/or analysis of existing data (e.g. examination scores, faculty evaluations, student feedback, chart review, reported medical errors).

## Project Management Worksheet #2: SOLIDIFYING YOUR PROJECT

Name:

Date:

Project Title:

### Goals and Objectives

Please write out goals and objectives for your project. *It's okay to leave areas blank if you don't have 3 goals or 3 objectives for each goal.*

Goal #1 (broad):

Objective #1 (specific, measurable):

Objective #2:

Objective #3:

Goal #2:

Objective #1:

Objective #2:

Objective #3:

Goal #3:

Objective #1:

Objective #2:

Objective #3:

Stakeholders are those individuals who directly affect or are directly affected by an educational intervention, curriculum, or project. For the most part, stakeholders are individuals with administrative authority, faculty, and learners.

**Who are your stakeholders?** How interested are they in your project and what do they expect to occur as a consequence?

**What obstacles do you foresee?** What are the major obstacles, unanswered questions, or concerns you may have that prohibit the project?

**Project Management Worksheet #3:**  
**Methodology**

Name:

Date:

Project Title:

**What is your study design** (if applicable)? Common examples include prospective cohort study (i.e., pre-post, randomized controlled trial, crossover study). Draw a study diagram, if it will help.

**Who are your study subjects?** Who is eligible for your intervention? Are there any exclusion criteria?

**What is your sample size?** What is the maximum number of possible participants? What is the likely number of participants? *If you feel comfortable, try performing a sample size calculation using this tool* ([http://hedwig.mgh.harvard.edu/sample\\_size/size.html](http://hedwig.mgh.harvard.edu/sample_size/size.html)).

**Describe your intervention.**

**Project Management Worksheet #4:**  
**EVALUATION**

Name:  
Date:  
Project Title:

**What are the metrics you are using to measure the impact of your intervention?** What level of [Kirkpatrick's pyramid](#) do they belong in?

Level 1 (reactions):

Level 2 (learning):

Level 3 (behavior):

Level 4 (results):

**What are your data collection methods?** Examples include surveys, knowledge tests, focus groups, interviews, observations.

**What instruments do you need to design?** How will you design them and who will be involved in the process?

## Project Management Worksheet #5: PRESENTATION OF RESULTS

Name:  
Date:  
Project Title:

It is helpful even before collecting your data to get a sense of how you will present your results. Tables are an efficient form of conveying information and in most cases will suffice. Occasionally a graph or figure will provide a memorable depiction of your results or resulting framework.

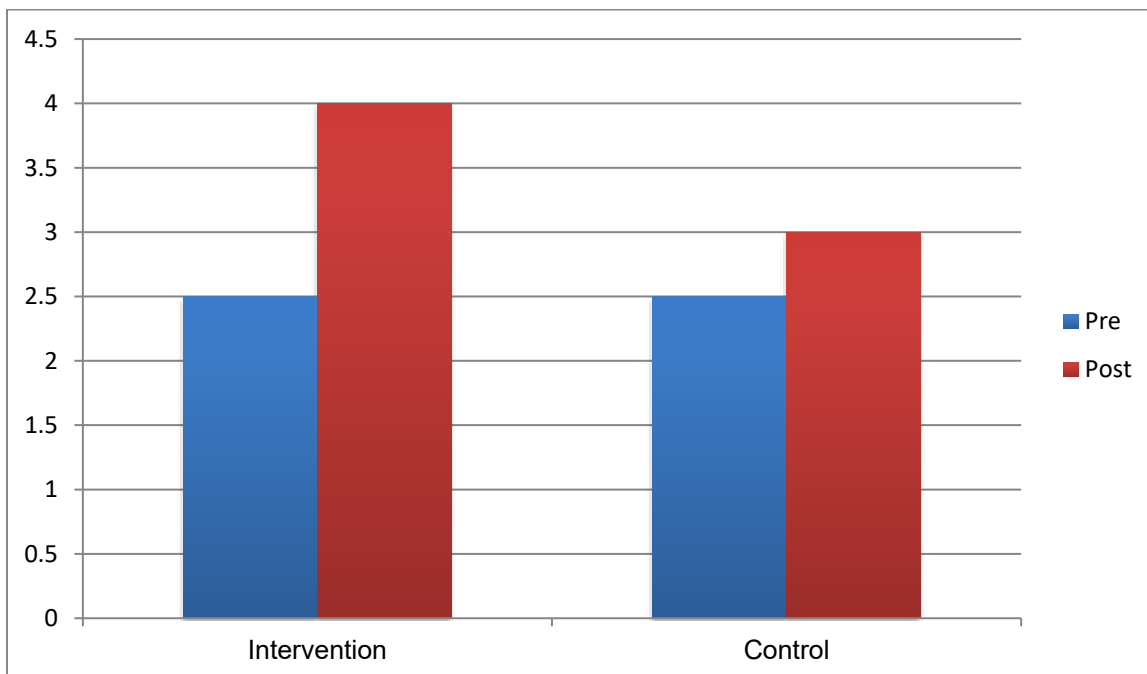
**Draft what your table of subject characteristics might look like.** Feel free to overwrite the example table below or to create your own.

*Example:*

Training year		
	PGY1	
	PGY2	
	PGY3	
Gender		
	female	
	male	

**Draft the graph, figure, or table that will highlight your main results.** Feel free to use the SmartArt or Chart tools available in Microsoft Office. If you are creating a chart, you may need to create fake data. Use the examples below as templates (they are clickable) or create your own. You may also print this form out and drawn on it.

*Examples:*



## Project Management Worksheet #6: SCHOLARSHIP

Name:

Date:

Project Title:

Look back at your previous project management worksheets. Copy and paste the elements you previously wrote into the outline of a manuscript using the following template.

### Introduction

*Rationale for your project (Worksheet #1)*

*Purpose of the project (Worksheet #1)*

### Methods

Study design and intervention

We conducted a [*study design*] of [*study subjects*] at a large academic medical center in Boston (*Worksheet #3*).

*Intervention (Worksheet #3)*

Data collection

The primary outcome of our study was [*metrics*]. We developed [*data collection methods*] (*Worksheet #4*).

### Results

*Table 1 (Worksheet #5)*

*Key table/graph/figure (Worksheet #5)*

### Discussion

In our [*study design*] of [*study subjects*], we found that...