

Individual SOW

ASSIGNMENT 1 INSTRUCTIONS (Individual Assignment)

You have been assigned to a Case Study that you and your assigned Group shall use for each of the 5 Assignments in this MMI 408 course.

The first task is for everyone in the Group to pick a different project team member role. There should be no duplication of roles. Possible project team roles may include the CIO, CEO, CFO, medical informatist, legal counsel, HRO, chief marketing officer, and system business owner. Information about project team roles will be used to complete the statement of work (SOW), such that everyone in the Group will have identical information listed in that section of the SOW.

The rest of this Assignment 1 is an individual assignment where each individual student is asked to complete portions of the SOW template, from the perspective of the project team member role they selected.

The goal of this Assignment is to experience the initial stages of requirements gathering, not to create the most accurate estimate or description of this project. Among other things, you should be sure to identify the business owners of the system, the owners' expectations, and begin to think about how this implementation will be accomplished in a basic work plan.

Deliverable:

Each Group member will complete a high-level SOW document for the information technology case study assigned to your Group. The goal will be to use the SOW to guide the project work internally and then eventually use it to create a request for proposal (RFP).

Each group member will independently complete the following sections of the template SOW you will find on our 408 BBoard site at the Assignments tab:

1. Introduction (title, background and objectives)
2. Staffing Roles & Responsibilities (include description of your team role and its commitment to the project)
3. Key Assumptions
4. Risks
5. Scope of Work (all sub-sections)

Be concise in filling out the specified subsections of the SOW template.

Formatting:

10–15 page paper, double-spaced, 1-inch margins, Times New Roman, 12 pt. font. Cite all outside resources utilized.

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