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| --- | --- | --- | --- |
| **Arrangements** | **Person Responsible***Insert the person responsible from the correct team. Type the name and the position* *(see Org. Chart)* | **Completion Date***Insert completion date* *The dates that students insert should align with the case study and reflect as the latest the end of the same week.* | **Completed** |
| 1. Human Resources
 |  |  |  |
| * The HR team will need to identify human resource requirements
 | The student will need to identify a person from the HR team | Click or tap to enter a date. |[ ]
| * The HR team will need to organise filling out the positions (if required)
 | The student will need to identify a person from the HR team | Click or tap to enter a date. |[ ]
| * The HR team will need to inform you of the outcome
 | The student will need to identify a person from the HR team | Click or tap to enter a date. |[ ]
| 1. Equipment and software
 |  |  |  |
| * The IT team will need to identify equipment and software requirements for the new EMR System
 | The student will need to identify a person from the IT team | Click or tap to enter a date. |[ ]
| * The IT team will need to research vendors and obtain quotes
 | The student will need to identify a person from the IT team | Click or tap to enter a date. |[ ]
| * The IT team will need to select and purchase equipment and software
 | The student will need to identify a person from the IT team | Click or tap to enter a date. |[ ]
| * The IT team will need to install and configure equipment and software
 | The student will need to identify a person from the IT team | Click or tap to enter a date. |[ ]
| 1. Review and test the new EMR
 |  |  |  |
| * The IT team will need to Test the system
 | The student will need to identify a person from the IT team | Click or tap to enter a date. |[ ]
| * The IT team will need to conduct user acceptance testing
 | The student will need to identify a person from the IT team | Click or tap to enter a date. |[ ]
| 1. Technical support service
 |  |  |  |
| * The IT team will need to define support service requirements
 | The student will need to identify a person from the IT team | Click or tap to enter a date. |[ ]
| * The IT team will need to develop support service procedures
 | The student will need to identify a person from the IT team | Click or tap to enter a date. |[ ]
| * The HR team will need to hire support service staff (if required)
 | The student will need to identify a person from the HR team | Click or tap to enter a date. |[ ]
| 1. Legal and regulatory requirements are met
 |  |  |  |
| * The Legal team will need to identify legal and regulatory requirements
 | The student will need to identify a person from the Legal team | Click or tap to enter a date. |[ ]
| * The Legal team will need to develop and implement compliance procedures
 | The student will need to identify a person from the Legal team | Click or tap to enter a date. |[ ]
| * The Legal team will need to obtain any necessary certifications or licenses
 | The student will need to identify a person from the Legal team | Click or tap to enter a date. |[ ]