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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. |  |