

HIM-2200: PROJECT MANAGEMENT FOR THE HEALTH INFORMATION MANAGEMENT PROFESSIONAL

Cuyahoga Community College

Viewing: HIM-2200 : Project Management for the Health Information Management Professional

Board of Trustees:

March 2021

Academic Term:

Fall 2021

Subject Code

HIM - Health Information Management

Course Number:

2200

Title:

Project Management for the Health Information Management Professional

Catalog Description:

Organizing and managing effective project teams, from planning and scheduling to cost management, including use of project management software. The latest business developments and challenges and issues such as project constraints, stakeholder issues, project charter, and how projects relate to an organization's strategic plan. Effective communication both within and outside of a team.

Credit Hour(s):

2

Lecture Hour(s):

1

Lab Hour(s):

3

Requisites

Prerequisite and Corequisite

HIM-1432 Computer Systems in Health Information Management, and HIM-1423 Health Data Documentation, Sources and Classification Systems; or departmental approval.

Outcomes

Course Outcome(s):

Organize and initiate projects.

Essential Learning Outcome Mapping:

Critical/Creative Thinking: Analyze, evaluate, and synthesize information in order to consider problems/ideas and transform them in innovative or imaginative ways.

Objective(s):

1. Explain basic concept of project management
 2. Demonstrate fundamental leadership skills
 3. Demonstrate project selection and prioritization
 4. Identify organizational capability, structure, culture and roles
 5. Demonstrate ability to charter projects
 6. Analyze stakeholders for a variety of healthcare/HIM projects
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Course Outcome(s):

Plan projects.

Essential Learning Outcome Mapping:

Critical/Creative Thinking: Analyze, evaluate, and synthesize information in order to consider problems/ideas and transform them in innovative or imaginative ways.

Objective(s):

1. Identify quality planning for a project
 2. Define project scope and work breakdown structures (WBS)
 3. Accurately schedule project components
 4. Compose resource planning
 5. Identify human resource strategies for organizational best practices
 6. Identify the impact of organizational change through the use of project management change orders
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Course Outcome(s):

Execute projects.

Essential Learning Outcome Mapping:

Critical/Creative Thinking: Analyze, evaluate, and synthesize information in order to consider problems/ideas and transform them in innovative or imaginative ways.

Objective(s):

1. Identify project initiatives
 2. Initiate performing project tasks
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Course Outcome(s):

Monitor and control projects

Essential Learning Outcome Mapping:

Written Communication: Demonstrate effective written communication for an intended audience that follows genre/disciplinary conventions that reflect clarity, organization, and editing skills.

Objective(s):

1. Accurately report project outcomes and findings
 2. Create a dashboard on project status
 3. Create status updates / meeting minutes
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Course Outcome(s):

Close projects

Essential Learning Outcome Mapping:

Written Communication: Demonstrate effective written communication for an intended audience that follows genre/disciplinary conventions that reflect clarity, organization, and editing skills.

Objective(s):

1. Create lessons learned
 2. Create a closing / transition plan for a project
 3. Create a project presentation
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Course Outcome(s):

Utilization of computer software for project creation

Objective(s):

1. Explore various computer software applications for projects
2. Create project management documents using computer software
3. Develop visual presentations for project stakeholders

Methods of Evaluation:

1. Class discussions and participation
2. Homework assignments
3. Project
4. Quizzes
5. Final exam

Course Content Outline:

1. Organizing and initiating projects
 - a. Introduction to project management
 - i. Roles - project sponsor, project manager, team members, stakeholders
 - ii. Leadership skills
 - b. Project selection and prioritization
 - i. Directives, strategic plans
 - c. Organizational capability: structure, culture, and roles
 - d. Chartering projects
2. Planning projects
 - a. Stakeholder analysis and communication planning
 - b. Defining scope
 - c. Creating work breakdown structures (WBS)
 - d. Scheduling projects
 - i. Resourcing projects
 - e. Budgeting projects
 - f. Project risk planning
 - g. Project quality planning/kickoff
3. Executing/performing projects
 - a. Performing projects
 - b. Creating and updating project schedules/activity lists/Gantt charts
4. Monitor and control projects
 - a. Creating project updates
 - b. Creating meeting minutes
 - c. Creating visual graphs/charts
5. Closing projects
 - a. Lessons learned
 - i. Uses of lessons learned
 - b. Creating project reports/transition plans
 - c. Creating project presentations
6. Computer software for projects
 - a. Collaboration software
 - i. Google Drive
 - ii. Other software applications - Asana, Trello, Microsoft Office Project
 - b. E-portfolios and uses
 - c. Project documents - charter, scope, WBS, stakeholder register and analysis, team contract, gantt chart/schedule, dashboard, presentation, report, updates/meeting minutes, agendas, lessons learned, transition report

Resources

Sayles and Gordon. *Health Information Management Technology: An Applied Approach*. 6th. Chicago: AHIMA, 2020.

Resources Other

PMI: Project Management Institute - <https://www.pmi.org/>

ProjectManager.com - Project Management Videos - YouTube

AHIMA Articles - Project Management 101. Skills for Leading and Working in Teams, pt. 1 - 4 by Barbara A. Doll, PhD, PMP

Eramo, Lisa A. "HIM, Meet Project Management: Why Project Management is a Skill Growing in Importance for HIM" *Journal of AHIMA* 87, no.1 (January 2016): 20-23.

"Project Management Essentials for HIM Professionals." 2009 AHIMA Convention Proceedings, October 2009.

Seidl, Patricia. "The Art and Science of Project Management." *Journal of AHIMA* 74, no.6 (June 2003): 33-37.

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