

# HIM-2201: PROJECT MANAGEMENT FOR THE HEALTH INFORMATION MANAGEMENT PROFESSIONAL

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## Cuyahoga Community College

**Viewing: HIM-2201 : Project Management for the Health Information Management Professional**

**Board of Trustees:**

January 2024

**Academic Term:**

Fall 2024

**Subject Code**

HIM - Health Information Management

**Course Number:**

2201

**Title:**

Project Management for the Health Information Management Professional

**Catalog Description:**

Organizing and managing effective project teams, from project initiation, to planning, executing closing and monitoring and controlling; including the 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):**

3

**Lecture Hour(s):**

2

**Lab Hour(s):**

3

## Requisites

**Prerequisite and Corequisite**

HIM-1432 Computer Systems in Health Information Management, and HIM-1424 Health Informatics and Information Management; 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):**

Effectively execute and manage assigned or selected 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.
3. Discuss important communication concepts and how to manage communications with the project team and stakeholders.
4. Implement project kickoff and charter.
5. Objectively identify and analyze stakeholders affiliated with project.
6. Demonstrate an ability to communicate plan to the project team members utilizing various online and electronic tools.
7. Demonstrate fundamental leadership skills
8. Define and create project scope and Work Breakdown Structure (WBS).
9. Accurately schedule project components.
10. Manage and negotiate external resources.
11. Manage project budgets.
12. Effectively contribute as a productive role-based team member.

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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, status updates and meeting minutes on project status
3. Discuss monitoring and controlling project work while performing integration change control
4. Describe performance measurement tools, such as Gantt charts

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**Course Outcome(s):**

Close and appraise the assigned or selected 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 a closing / transition plan for a project.
2. Create a project presentation including a final project report.
3. Finish and evaluate project.
4. Accurately report project outcomes and findings.
5. Objectively assess team members' overall contribution and understanding.
6. Create "Lessons Learned" Reflection Document.

**Course Outcome(s):**

Utilize computer software for project management.

**Objective(s):**

1. Explore various computer software applications for project management
2. Create project management documents using computer software
3. Develop visual presentations for project stakeholders
4. Successful completion of a project from start to finish
5. Peer evaluation
6. Faculty evaluation of teamwork skills and leadership methods
7. Final Team presentation

**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
  - d. Assess team members' overall contribution
6. Computer software for projects
- a. Collaboration software
    - i. Google Drive
    - ii. Other software applications - Asana, Trello, Microsoft Office: Excel, One Note, Word, PowerPoint, 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.

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## Resources Other

1. PMI: Project Management Institute - <https://www.pmi.org/>
2. ProjectManager.com - Project Management Videos - YouTube
3. AHIMA Articles - Doll, Barbara A. "Project Management 101: Skills for Leading and Working in Teams, Part 2." *Journal of AHIMA* 76, no.2 (Feb 2005): 52,54.
4. 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.
5. "Project Management Essentials for HIM Professionals." 2009 AHIMA Convention Proceedings, October 2009.
6. Seidl, Patricia. "The Art and Science of Project Management." *Journal of AHIMA* 74, no.6 (June 2003): 33-37.
7. Dimick, Chris. "Project Management Plus: Project Management Skills Create Opportunities for HIM Professionals" *Journal of AHIMA* 82, no.8 (August 2011): 28-31.

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