

# Project Work Plan

## Evaluating a Real Time Biosurveillance Program: A pilot project

Version 0.2

**Project start date: 11-July-2008**

**Project end date: 10-July-2010**

The purpose of this document is to provide an outline of the tasks, work groups, deliverables, and time lines for the RTBP partner resource persons to use as guide to carry out the contractually obligations. Team leaders or project coordinators belonging to each partner organization should carefully read this document to highlight the associated tasks and deliverables. Team leader or project coordinators should communicate the relevant information to their team members. Periodic updates of this documents will be shared with all members as an when necessary. Project participants are encouraged to comment and make recommendations to the content in this document any time during the course of the project. Any one making changes to this document ought to update the modification history in Table 1 below.

**The document is divided in to the following sections:**

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Section A) contains details of all the partners, resource persons, and their contact details to help the lead persons of the work groups and other support persons of the groups. Section B) Organizational chart of the working groups to establish the relationships. Section C) describes the goals and deliverables of each of the work groups. D) lists all the project related tasks in chronological order linking the the work groups.

A copy of the proposal describing the project scope can be found on the LIRNEasia website – [www.lirneasia.net/projects/real-time-biosurveillance-program](http://www.lirneasia.net/projects/real-time-biosurveillance-program)

You may address any questions on the project to the Project Director:

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**Table 1: Document modification history**

<i>Version:</i>	<i>date:</i>	<i>person:</i>	<i>reason:</i>
0.1	10-Jul-08	Nuwan W.	First draft
0.2	28-Jul-08	Nuwan W.	Apply recommendation by Gordon G., include org chart for WG and SWG, put task list at end
0.3			

## A) Organizational and resources person details

The resources are grouped by the organization. The 'WG' codes given with the resource corresponds to the working group, see figure 1. The contact details are for you to use for project purposes and not for distribution without consent of the owner. You should notify any changes or wrongly specified details for corrections.

**Table 2: Listed in alphabetical order by organization name**

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Organization	Resource	Address	Email / Telephones
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## B) Organizational Chart of Work-groups

The project management (WG-1) will work with all other work-groups: Disseminations, Technology, Implementation, and Evaluation. Disseminations will be the responsibility of all partners. Research Assistants will take the initiative to complete dissemination obligations with the assistance of the other partners. The next section explains the deliverables and sub work-groups associated with the main work-groups. Figure 1 illustrates the organizational chart of the five work-groups.

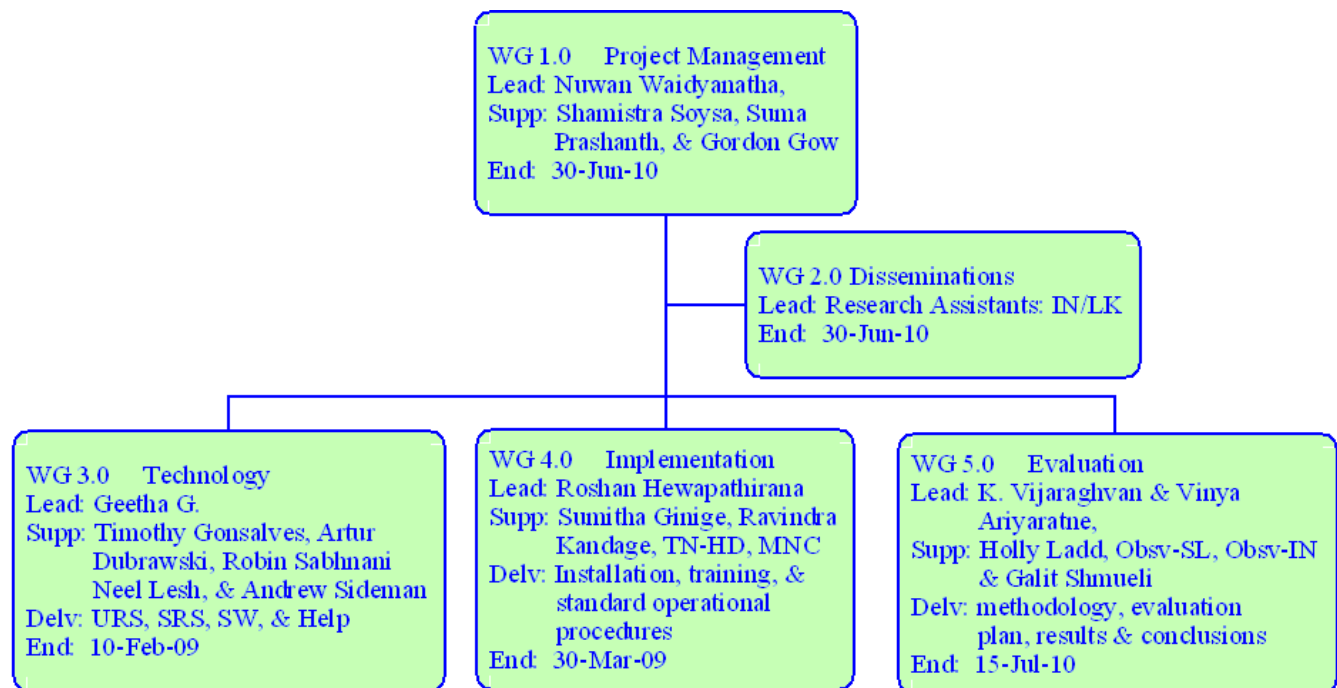


Figure 1 Organizational chart of work-groups

### Acronyms and Abbreviations

WG = Working-group

Supp = Support team members

End = deadline for all deliverables

MNC = Madhurai Narayanan Center

Obsv-IN = live-exercise observation team India

Lead = team leader

Delv = Deliverables

TN-HD = Tamil Nadu Health Department

Obsv-SL = live-exercise observation team Sri Lanka

## C) Workgroups, goals, and deliverables

The working groups have a “lead” person who is responsible for ensuring that the deliverables comply with the project objectives and are delivered per schedule. The “support” persons are to assist the lead person by taking on sub responsibilities assigned by the lead person and providing the lead person with the necessary resources (information, material, etc) to accomplish the goals. The working group is encouraged to take the goals and deliverables as guidelines to define in detail the activities, responsibilities, and precise deliverables.

The outline given in each table is simply a guideline. This being a pilot project details may need to be redefined and the working group has the freedom to make alterations with consent from the project director. The project director will be involved in all the working groups, although not listed as a support person you should treat the project director as one of the working group support persons by including the project director in all work group activities.

The deliverables will be in the form of one of the file types (or document types): text, spreadsheet, executable, or source-code, which is indicated in brackets '{ }' next to the deliverable. In general {text} and {spreadsheet} are text document and excel sheets, respectively; preferably in can be viewed and edited using Microsoft or OpenOffice software products. The {executable} file is a binary that can be installed and executed on mobile phone operating system (Symbian, Windows Mobile, and Android ) or on a personal computer operating system (Windows, Linux, Ubuntu, Redhat, etc). The {source-code} can typically be viewed and edited in any text editor software.

WG-01	Project Management			
<i>Lead:</i>	Nuwan Waidyanatha		LIRNEasia	
<i>Support</i>	Shamistra Soysa		LIRNEasia	
	Suma Prashanth & Geetha G.		IITM-RTBI	
	Gordon Gow		U-of-A	
<i>Goal:</i>	<ul style="list-style-type: none"> <li>Provide the resource persons engaging in the project with a work plan to guide them through the project objectives.</li> <li>Procure and purchase the equipment for the Research Assistants, Healthcare workers, and datacenter; if needed, equipment should be configured and installed before handing over</li> <li>Prepared a program, invite participants, arrange - facility, food &amp; lodging, per diem, transportation, overseas travel, and take care of all relevant activities in relations to the meeting or workshop based on its objectives</li> </ul>			
<i>Deliverables:</i>	<i>SWG</i>	<i>Description</i>	<i>Expected delivery</i>	<i>Actual delivery</i>
	1.1	Project work Plan {text}	30-Jul-08	
	1.2	Partner meeting observation report {text}	15-Aug-08	
	1.3	Quotations from 3 vendors and proof of purchase (receipts) for the equipment: laptop, mobile phone, and digital camera [IN/LK] {text}	15-Sep-08	
	1.4	Healthcare worker planning workshop observation report [IN/LK] {text}	15-Nov-08	

1.5	Quotations from 3 vendors and proof of purchase (receipts) for the equipment: 8 mobile phones and datacenter equipment [IN/LK] {text}	01-Feb-09	
1.6	Quotations from 3 vendors and proof of purchase (receipts) for the [IN/LK] {text}	01-Feb-09	
1.7	Healthcare worker training workshop observation report [IN/LK] {text}	15-Mar-09	
1.8	Simulations planning & training workshop observation report [IN/LK] {text}	01-Jun-09	
1.9	Final technical report {text}	30-Jun-10	

<b>WG-02</b>	<b>Disseminations</b>			
<i>Lead:</i>	RA-IN		IITM-RTBI	
	RA-SL		EPID	
<i>Goal:</i>	research disseminations to share the knowledge with stakeholders			
<i>Deliverable:</i>	<i>SWG</i>	<i>Description</i>	<i>Expected delivery</i>	<i>Actual delivery</i>
	2.1	Gap analysis of Epidemiological policy in India and Sri Lanka {text}	30-Jan-08	
	2.2	Survey of Epidemiological e-Health programs {text}	30-Jun-09	
	2.3	Mechanisms of Interoperability of Epidemiological information {text}	30-Nov-09	
	2.4	Implementation challenges of RTBP {text}	30-Mar-10	
	2.5	Evaluation of the RTBP {text}	30-Jun-10	
	2.6	Public Lectures observation reports [IN/LK] {text}	01-Aug-09	
	2.8	Interim progress media events observation reports {text}	01-Aug-09	
	2.9	Sharing knowledge media event observation report {text}	30-Jun-10	



WG-03		Technology		
<i>Lead:</i>	<b>Geetha G</b>		IITM-RTBI	
<i>Support</i>	Timothy Gonsalves		IITM-RTBI	
	Artur Dubrawski, Robin Sabnani		Auton Lab	
	Andrew Sideman		AED	
	Neal Lesh		D-Tree	
	Roshan Hewapathirana		LSF	
<i>Goal:</i>	<ul style="list-style-type: none"> <li>Define the customer attributes, functional requirements, design parameters, and process variables to design, develop, and deploy an on-line/off-line J2ME menu driven application based on the concepts of - (i) enum-cards, (ii) ping-pong, (iii) QR-codes to record, request, submit patient summaries via GPRS/SMS transports; statistical data mining algorithms to analyze the patient information and detect disease out breaks; GUI based on geo temporal visualization techniques to display patient summaries and possible detected “hits” of disease out breaks; data base to stage the mobile application gathered data; use same database for statistical data mining and visualization; surveillance data warehousing</li> </ul>			
<i>Deliverables:</i>	<i>SWG</i>	<i>Description</i>	<i>Expected delivery</i>	<i>Actual delivery</i>
	3.1	User requirement specifications {text}	15-Nov-08	
	3.2	Software requirement specification {text}	30-Nov-08	
	3.3	Beta applet {executable}	30-Dec-08	
	3.4	Performance report {text}	15-Jan-09	
	3.5	User manual {text}	01-Feb-09	
	3.6	Alpha applet {executable}/ {source-code}	10-Feb-09	

WG-04		Implementation		
<i>Lead:</i>	<b>Roshan Hewapathirana</b>		LSF	
	Sumitha Ginige		EPID	
	Ravindra Kandage		Sarvodaya	
	TBA		TN-HD	
	TBA		MNC	
<i>Goal:</i>	<ul style="list-style-type: none"> <li>Terms of Reference identifying the roles and responsibilities of the Research Assistant</li> <li>Identify the geographical areas, Epidemiology Region, Medical Officer of Health Divisions, Public Health Inspectors (PHI) and Sarvodaya villages</li> <li>Make all the software – applets, libraries, GUI and databases available through LSF open source/open content repository.</li> <li>Deploy the entire suite in the gov healthcare system; integrate the system</li> <li>Record all observations related to the integration and testing of the individual components as well as the integrated system</li> </ul>			

		<ul style="list-style-type: none"> <li>Develop SOP for the upstream, analytics, and downstream elements of the RTBP</li> </ul>		
<i>Deliverables:</i>	<i>SWG</i>	<i>Description</i>	<i>Expected delivery</i>	<i>Actual delivery</i>
	4.1	Healthcare worker database [IN/LK] {spreadsheet}	30-Aug-08	
	4.2	Research Assistant TOR [IN/LK] {text}	30-Aug-08	
	4.3	Beta test & integration report {text}	15-Feb-09	
	4.4	Alpha test & integration report {text}	30-Mar-09	

<b>WG-05</b>	<b>Evaluations</b>			
<i>Lead:</i>	<b>K. Vijayraghavan</b>		NCBS	
	<b>Vinya Ariyaratne</b>		Sarvodaya	
<i>Support</i>	TBA		MNC	
	RA-SL		EPID	
	RA-IN		IITM-RTBI	
	Gordon Gow		U-of-A	
	Observer IN		TBA	
	Observer LK		TBA	
	Holly Ladd		AED	
<i>Goal:</i>	<ul style="list-style-type: none"> <li>Develop an outcome based assessment toolkit to evaluate all operational sequences of the RTBP and generalize for other researchers to adopt as a guide for assessing bio-surveillance systems</li> <li>Discuss the assessment toolkit's evaluation criteria including questionnaires, testing methods, frequencies and analysis methods to determine the research specific objectives and hypothesis with the stakeholders carrying out the research.</li> <li>Develop a schedule for carrying out the silent tests and live exercises</li> </ul>			
<i>Deliverables:</i>	<i>ID</i>	<i>Description</i>	<i>Expected delivery</i>	<i>Actual delivery</i>
	5.1	Healthcare worker SOP {text}	01-Feb-09	
	5.2	Community based organization SOP {text}	01-Feb-09	
	5.3	RTBP Assessment Toolkit {text}	15-Mar-09	
	5.4	Prepare a silent-test and live-exercises plan [IN/LK] {text}	30-Mar-09	
	5.5	Outcome evaluation forms/questionnaires and analytical methods {text}	30-Mar-09	
	5.6	Silent-tests report [IN/LK] {spreadsheet}	01-Jun-09	
	5.7	Live-exercise report [IN/LK] {spreadsheet}	30-Jan-09	
	5.8	Monthly CBO reports [IN/LK] {spreadsheet}	15-Jul-10	

## D) List of tasks with timelines in chronological order

ID	Task Name	Duration	2008		2009				2010		
			Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3
1	Project Launch	8w	■ WG-01								
2	Design System	6w	■ WG-03								
3	Release Beta	12w	■ WG-03 & WG-04								
4	Training	16w	■ WG-03 & WG-04								
5	Activation	12w	■ WG-04								
6	Evaluation	52w	■ WG-05								
7	Analysis	18w	■ WG-05								
8	Disseminations	84w	■ WG-02								

The tasks are listed in chronological order. The “begin date” for each task is an indication of the the latest date the tasks should begin if it is to complete on time. The work groups are encouraged to begin work prior to the begin date. Use the “work group id” *WG-xx* to seek the resources, goals and deliverables associated with the task in the section titled “working groups and deliverables”. The “dependent task id” links to the preceding tasks which should have been initiated prior to beginning this task.

Task Name	Dependant Task ID	Begin date	End date	Work Group id
<b>1.0 Project Launch</b>				
1.1 Organize Partner meeting		11-Jul-08	04-Aug-08	WG-1
1.2 Recruit Research Assistants		01-Aug-08	31-Aug-08	WG-04
1.3 Select Healthcare workers	1.1	01-Aug-08	20-Aug-08	WG-04
1.4 Procure RA Equipment	1.1	15-Aug-08	15-Sep-08	WG-01
<b>2.0 Design ICT system</b>				
2.1 Prepare User requirements	1.2	01-Sep-08	30-Sep-08	WG-03
2.2 Document Software requirements	2.1	01-Oct-08	30-Oct-08	WG-03
2.3 Build Prototypes	2.1	15-Sep-08	15-Oct-08	WG-03
2.4 Organize Healthcare worker planning workshop	2.3	15-Sep-08	15-Oct-08	WG-01
<b>3.0 Release beta</b>				
3.1 Build SW components	2.2	15-Oct-08	30-Nov-08	WG-03
3.2 Test individual SW components	3.1	01-Dec-08	10-Dec-08	WG-04

Task Name	Dependant Task ID	Begin date	End date	Work Group id
<b>1.0 Project Launch</b>				
1.1 Organize Partner meeting		11-Jul-08	04-Aug-08	WG-1
3.3. Integrate SW component	3.2	10-Dec-08	20-Dec-08	WG-04
3.4 Implement integrated deployment	3.3	20-Dec-08	30-Dec-08	WG-04
3.5 Test integrated deployment	3.4	01-Jan-09	10-Jan-09	WG-04
3.6 Procure System Equipment	3.5	01-Jan-09	30-Jan-09	WG-01
<b>4.0 Training</b>				
4.1 Prepare Training Manual	3.5	01-Jan-09	30-Jan-09	WG-03
4.2 Develop Operational Guidelines	3.5	01-Jan-09	30-Jan-09	WG-04
4.3 Organize User Training	4.1, 4.2	15-Jan-09	15-Feb-09	WG-01
<b>5.0 Activate RTBP</b>				
5.1 Build Datacenter	3.6	01-Feb-09	15-Feb-09	WG-04
5.2 Finalize Alpha Integration	3.6	01-Feb-09	10-Feb-09	WG-04
5.3 Implement Master Data	5.2	10-Feb-09	20-Feb-09	WG-04
5.4 Healthcare worker Testing	5.3	20-Feb-09	10-Mar-09	WG-05
5.5 Interoperability Testing	5.3	20-Feb-09	01-Mar-09	WG-05
5.6 Commission System	5.4, 5.5	01-Mar-09	15-Mar-09	WG-04
<b>6.0 Evaluations</b>				
6.1 Prepare evaluation toolkit		15-Feb-09	15-Mar-09	WG-05
6.2 Plan simulation activities	6.1	01-Mar-09	30-Mar-09	WG-05
6.3 Organize simulations workshops	6.1, 6.2	15-Mar-09	15-Apr-09	WG-01
6.4 Run silent tests	6.3	01-May-09	15-June-09	WG-05
6.5 Run live exercises	6.4	01-Jul-09	30-Jun-10	WG-05
<b>7.0 Researcher data analysis</b>				
7.1 Organize Healthcare worker discussion workshop	6.5	01-Feb-10	01-Mar-10	WG-01
7.2 Organize partner discussion workshop	7.1	01-Mar-10	30-Mar-10	WG-01
7.3 Final Report	7.2	01-Mar-10	30-Jun-10	WG-01
<b>8.0 Research Disseminations</b>				
8.1 Journal/Proceeding publications	1.2	01-Sep-08	30-Jun-10	WG-02
8.2 Media events	5.6, 7.2	01-Jun-09	30-Apr-10	WG-02
8.3 Public Lectures	5.6, 7.1	01-Jan-10	01-Mar-10	WG-02