

Objectives - Clear, measurable & specific to the facility (In own words)
use bullet point objectives
Time frame

Example =

- 1) Educate the staff
- 2) updating protocol - talk to stake holders
- 3) Ensure the staff understood
(pre & post statistical data).

Time Frames - How long to educate? How long the pre & post statistical data.
DU

Describe the plan, your objectives.
How long? how much is gonna cost.

* Concentrate on objectives

Methodology lines up the objectives.

Are you gonna get prospect from the staff? I-T or Stakeholders.

Are you gonna involve I-T? from the technical side, would need someone from outside.

Resources - Internal or external.

Analysis
Pre & post ^{statistical} data
Go through the Objectives & figure out
if goals were met or not.

57 took the survey - these were the
results, shows that they understood

Act.

Take results as a new tool for new
employees: Take it to management!

Include CV.

Interview - a page, open ended question
make it robust.