Project Management[1]

The development of a new Functional Profile is usually done in a project in where several parties are involved. Support for the project management can be done with several tools. As a project facilitator you can contribute to project management by using Enterprise Architect, EA. In this context it is important to determine what of the project management is done by the project leader, in another tool then EA, and what by the project facilitator, done in EA. To do this we will summarize the possibilities of EA that are relevant for the development of a new Functional Profile. Summarize and not describe, because the functionality is out of scope of the tooling project. We just want to point to the possibility of using EA for Project Management. How to handle these possibilities in EA is described in the Help of EA.

Project management with EA relevant for the development of a new Functional Profile:
The relevant possibilities in EA are: Resource Management, Project Maintenance, and Project tasks and issues.

Resource Management: Resources are the people who work on the project of developing a new Functional Profile. You can assign roles to project team members and allocate tasks on specific parts of the Functional Profile, which enables tracking of effort and estimation of time to complete. See Help in EA, chapter 'Project Resources'. Example:

Some project team members, domain experts, are involved in the project to review the Care Provision and Care Provision Support functions on their applicability for the Functional Domain Profile.

Some project team members, security officers, are involved in the project to review the Trust Infrastructure functions for the new Functional Profile.

Project Maintenance: During a project you monitor and manage the development and progress of the development of a new Functional Profile, in particular the different parts project team members are working on. You can record problems, changes, issues and tasks that affect these different parts as they arise, and document the solution and associated details. Similarly, EA helps you to manage changes and issues that apply to the whole Functional Profile. See Help in EA, chapter 'Maintenance' and 'Changes and Defects'.

Project Tasks and Issues: In the course of a project, there are various tasks that are vital to the successful management and completion of the project, such as meetings. EA can help you record and monitor these, and manage project issues as they arise. See Help in EA, chapter 'Project Tasks' and 'Project Issues'.

- Project Tasks:

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[1] Based on the Help content of EA. Because this is an EA functionality you can use in the development of a Functional Profile, and the functionality is described in the Help of EA, we don't describe how to use the functionality.

- o Review the tasks across the project over a period of time.
  - o Review of the progress of these tasks.
  - o Create new tasks if necessary.
  - o Display and edit the details of the task.
  - o Allocate a team member to a task.
  - o Delete a task.
  - o Create and send an email to the team member assigned to a task.
  - o Create and send an email to the owner of the task.
- Project issues:
  - o Add, edit and delete issues.
  - o Generate and view a rich text format report of your issue list

More functionality in EA that can help you to manage the project:
- The Project Management Window
- Personal Tasks
- Internal Mail
- The Project Status View
- Project Calendar
- Project Glossary
- Update Package Status
- Monitor Change Events

These functionalities are described in the Help of EA.

During the development of the tool the project team worked on the Meaningful Use Functional Profile as a use case for the development. Working on that profile was done in timeslots that were out of sync of each other. So status and tasks need to be written down somewhere, to manage a proper development. The **Project Status View** in EA was used for that. The Project Status View documents tasks and issues that relate directly to the current project. The Project Status View allows entering a task, a description for it, priority assignment, type and status. See figure 1 below.
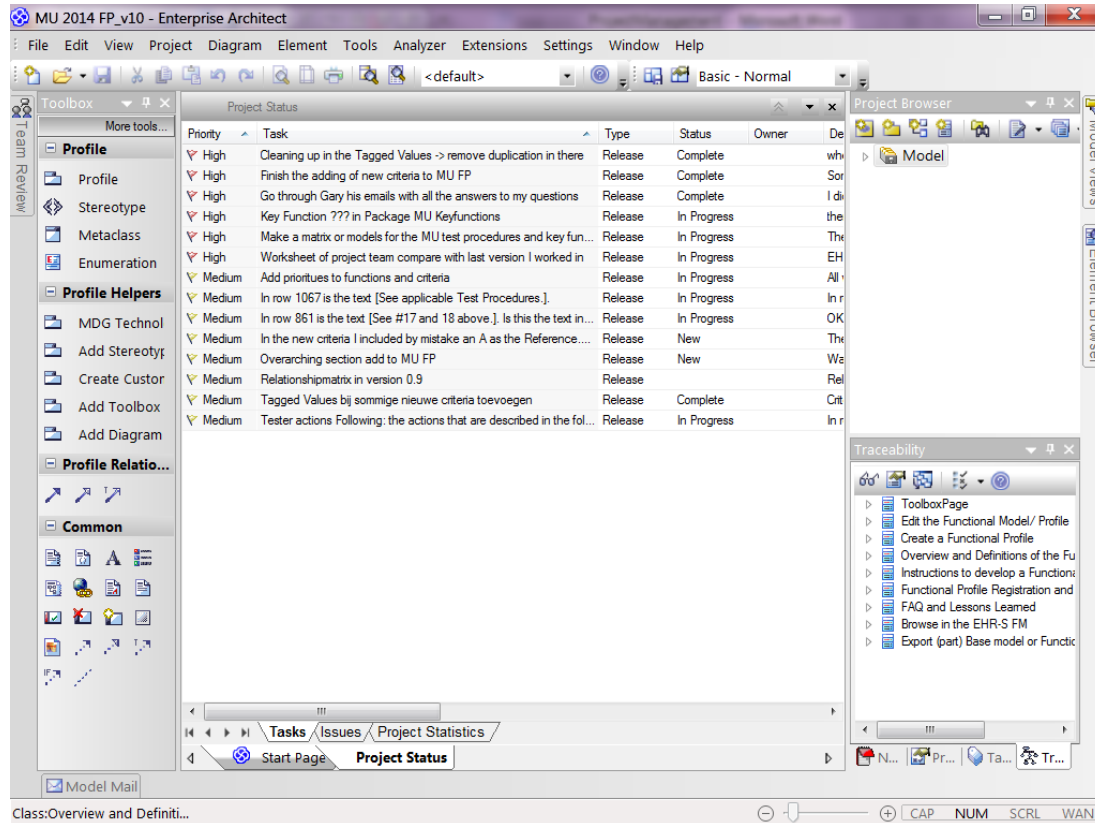
Figure 1. Project Status View of MU FP project.

Other functionalities of Project management were not used, but we consider them useful during a project to develop a new Functional Profile. However, other software for project management can also support you.