

PAUSE FOR THE CAUSE

Emory University Orthopaedic and Spine Hospital

SIMPLE GANTT CHART by Vertex42.com
<https://www.vertex42.com/ExcelTemplates/simple-gantt-chart.html>

Project Lead:

Project Start:

Display Week:

TASK	ASSIGNED TO	PROGRESS	START	DURATION	END	Gantt Chart																											
						0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
Phase 1 Planning						[Gantt bars for Phase 1 tasks]																											
PICOT	Deanne Ewing PM	100%	1/0/00	7	1/7/00	[Gantt bar from 0 to 7]																											
Scope & Charter	Deanne Ewing PM	100%	7/11/21	7	7/18/21	[Gantt bar from 11 to 18]																											
Literature Review	Deanne Ewing PM	100%	7/18/21	7	7/25/21	[Gantt bar from 18 to 25]																											
Communication Deliverables and Critical Success Factors (CSF)	Deanne Ewing PM	100%	7/25/21	7	8/1/21	[Gantt bar from 25 to 1]																											
Work Breakdown Structure (WBS) & Gantt Chart	Deanne Ewing PM	100%	8/8/21	7	8/15/21	[Gantt bar from 8 to 15]																											
RACI	Deanne Ewing PM	100%	8/15/21	7	8/22/21	[Gantt bar from 15 to 22]																											
PM Power Point Presentation	Deanne Ewing PM	25%	7/12/21	24	9/5/21	[Gantt bar from 12 to 5]																											
Phase 2 Develop the Team						[Gantt bars for Phase 2 tasks]																											
Meet with Supply Director	Deanne Ewing PM	50%	8/25/21	2	8/27/21	[Gantt bar from 25 to 27]																											
Meet with the team	Deanne Ewing PM & Team	50%	9/10/21	4	9/14/21	[Gantt bar from 10 to 14]																											
Schedule Bi-weekly via email	Deanne Ewing PM		9/10/21	1	9/10/22	[Gantt bar from 10 to 10]																											
Present Microsoft Team Forum Communication Tool	Deanne Ewing PM		9/3/21	1	9/3/21	[Gantt bar from 3 to 3]																											
Develop Observation Tool	Project Team		9/3/21	8	9/10/21	[Gantt bar from 3 to 10]																											
Assign Timeout Observations	Project Team		9/3/21	21	9/24/21	[Gantt bar from 3 to 24]																											
Phase 3 Assessment						[Gantt bars for Phase 3 tasks]																											
Conduct Observation	Project Team		9/13/21	11	9/24/21	[Gantt bar from 13 to 24]																											
Meet with Team Review Results	Project Team		9/25/21	4	9/29/21	[Gantt bar from 25 to 29]																											
Develop Improved Phases of Universal Timeout	Project Team		9/30/21	5	10/5/21	[Gantt bar from 30 to 5]																											
Develop Audit Tool	Nicole Queen		10/6/21	4	10/10/21	[Gantt bar from 6 to 10]																											
Bi-Weekly Meeting with PM Team	Deanne Ewing PM		9/13/21	3	9/17/21	[Gantt bar from 13 to 17]																											
Develop Education Method	Karen Smith (Preceptor)		9/25/21	4	9/29/21	[Gantt bar from 25 to 29]																											
Meet with Vendor Order Visual Aid for OR Suite	Patty Hood (Manager)		9/30/21	4	10/4/21	[Gantt bar from 30 to 4]																											
Bi-Weekly Email Stakeholder and Provider Champion (Updates)	Deanne Ewing PM		10/6/21	4	10/10/21	[Gantt bar from 6 to 10]																											
Phase 4 Implement & Evaluate						[Gantt bars for Phase 4 tasks]																											
Schedule Teaching Sessions	Penelope Ivey & Justin Smalls		12/6/21	5	12/17/21	[Gantt bar from 6 to 17]																											
Create Updated Power Point Presentation	Deanne Ewing PM		11/8/21	22	12/1/21	[Gantt bar from 8 to 1]																											
Assign Weekly Assessors	Claire Gongwer & Karen Smith		12/20/21	1	12/20/22	[Gantt bar from 20 to 20]																											
Install Visual Aids in OR Suites	Maintenace Department & Patty Hood (Manager)		12/1/21	4	12/5/21	[Gantt bar from 1 to 5]																											