

## Work Breakdown Structure

Project Title: Improving documentation compliance with wound care tipsheets

### 1.1 Initiation

- 1.2 Possible topic ideas
- 1.3 Create different topic ideas PICOT
- 1.4 Discuss with mentor the topic ideas
- 1.5 Discuss project ideas and feasibility
- 1.6 Finalize project ideas
- 1.7 PICOT developed
- 1.8 ICU Manager buy in

### 2.1 Planning

- 2.2 Initial meeting with Wound Care Team
- 2.3 Creation of tipsheet for ICU staff
- 2.4 Creation of Charter
- 2.5 Creation of Scope
- 2.6 Determine budget
- 2.7 Communication Plan
- 2.8 Literature review for best practices

### 3.1 Execution

- 3.2 Educating ICU staff with wound care tip sheet
- 3.3 Monitoring safety event reporting system
- 3.4 Check in with ICU staff and identify any barriers noted
- 3.5 Monthly Wound care meeting for updates
- 3.6 Introduce the wound care tip sheet to other in patient units
- 3.7 Round with unit managers

### 4.1 Closure

- 4.2 Any barriers identified from staff
- 4.3 Any barriers identified from unit managers
- 4.4 Final budget expenditures verses predicted expenditures
- 4.5 Final hours spent on project verses predicted hours
- 4.6 Any decrease in the number of safety events related to wound care documentation
- 4.7 Be a regular part of the Wound Care Team monthly meetings