

# Electronic Nursing Application LEAN Project Status Updates

Date	Task	Description
October 2013	Project Approval	Received approval to move forward from the Health Sciences Leadership Team. Leadership also appointed team members and agreed to submit a final list of team members after each team member had been notified and accepted.
October 2013	Kaizen Team Meeting	Set-up the first Kaizen Team Meeting for Friday, November 8. Approved Kaizen Team members are: Dawn Richards Kimberly Crombie Will Frankhauser Manfred Ehrlich Nancy Zoeller, Kathy Watson (Alternate)
November 7, 2013	Kaizen Team Meeting	Team members reviewed the current forms and began to determine which fields were going to be on the new forms. Questions were brought up about how to deal with the \$50 application fee and if an electronic signature would satisfy the Nursing Association guidelines that the Health Sciences department has to adhere to.
November 14, 2013	Kaizen Team Meeting	Decision was made to allow electronic signatures and the team is leaning toward creating an on-line canvass orientation to cover the \$50 fee. The team also used this meeting to create the project flow that will be used for the IT project request.
November 21, 2014	Kaizen Team Meeting	The team agreed the project map created was interpreted and placed into electronic form correctly, a projected time for testing and project roll-out date was agreed on, and the IT Project Request was created and submitted.
January 9, 2014	Kaizen Team Meeting	The IT Project Request was accepted and the team began to create the IT Project Charter, a detailed description for IT developers to use when developing the application. The team also discussed the type of Administrative reports they thought the nursing department will want.