



Project Name

Quality Management Administrative Tasks Automation

Site

Riyadh

Department

Quality Management Division – Riyadh

Project Status

Completed

Project Start Date

01-01-2017

Project End Date

09-30-2017

Problem: Why the project was needed?

The rational behind this project is to use QMD resources wisely and efficiently in the administrative tasks

Aims: What will the project achieve?

To Achieve 100% Paper- less (i.e. Automation) in the following QMD administrative processes by the end of 3Q 2017:

1. Overtime/ Time-back
2. Staff Leaves Requests
3. Attendance Justifications
4. Meetings Minutes (PI Council, Accreditation and Managerial Committees, Hospital Safety Committee, Emergency Preparedness Committee & QMD-R Staff Meetings)
5. Who Cares Workshop

Benefits/Impact: What is the improvement outcome?

(check all that apply)

- Contained or reduced costs
- Improved productivity
- Improved work process
- Improved cycle time
- Increased customer satisfaction
- Other (please explain)
Click or tap here to enter text.

Quality Domain: Which of the domains of healthcare quality does this project support?

(Select only one)

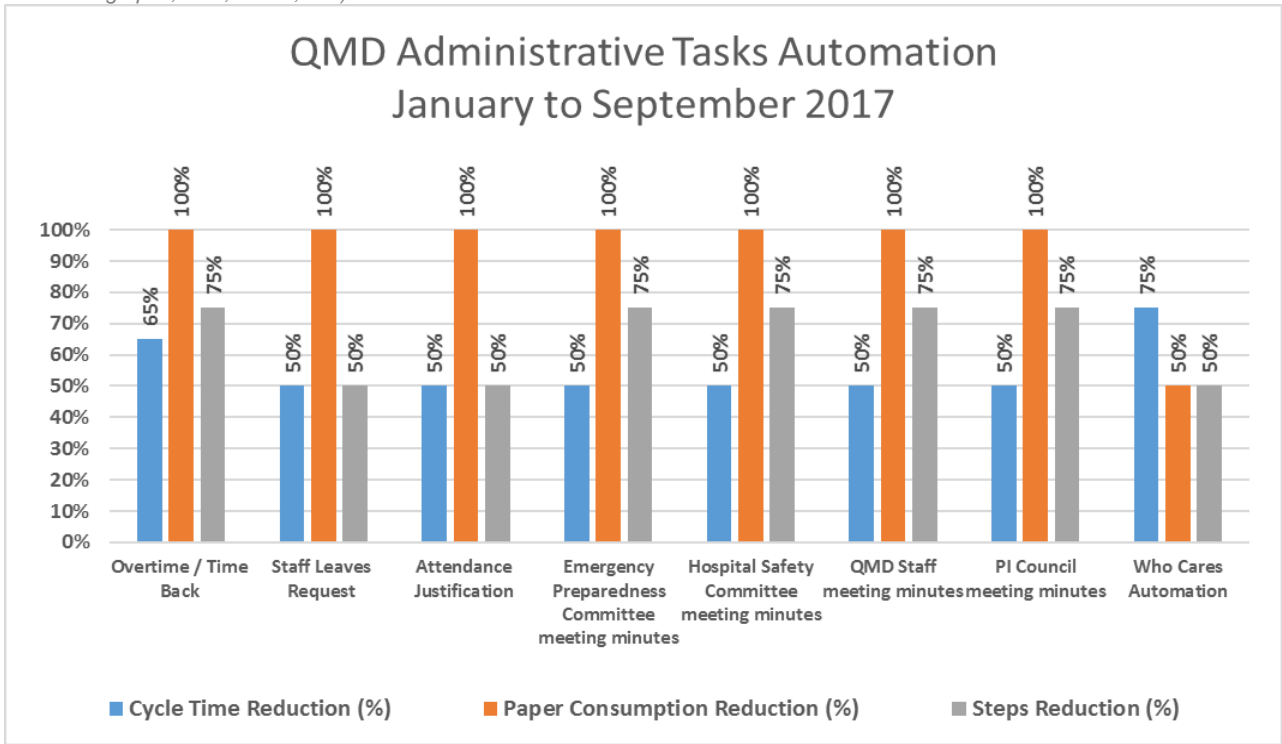
Efficient

Measures: Performance metrics to be evaluated	Targets: Expected outcomes
1. Paper consumption reduction (%)	1. 100%
2. Cycle time reduction per task (%)	2. Not Applicable

Interventions: Overview of key steps/work completed

- Utilize the meeting application
- Use soft copies of administrative QMD requests
- Staff training on the on line applications

Results: Insert relevant graphs and charts to illustrate improvement pre and post project
 (insert relevant graphs, data, charts, etc.)



Project Lead

Name

(person accountable for project)

Fadwa Abu Mustafa

Team Members

Names

(persons involved in project)

Rania Al-Obari,
 Akram Bashairah,
 Joumana Al Messharawi
 Hanan Al- Ghammas
 Ghiwa Najjar