

SCOPING DOC: BCBH VIDEOSCRIBE MAKEOVER

TOPIC

Revise current videoscribe to add an introduction and information about accessing the in person workshop, add logo

OBJECTIVES /PURPOSE STATEMENT

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- Produce a short videoscribe to promote the BCBH(R) program
- Length 2 -5 minutes (as per working group)- as short as possible (closer to 2 mins as per Mark)
- More graphics
- Maybe some color (stick to black and white for the most part)
- Have the narrator read the script again
- Review for health literacy - by BCBH
- Recommendation is to stick to the script as much as possible
- Branding BCBH & AHS
- Jane wants to know where this will reside

Note: To minimise the amount of time for this project Mark recommends leaving the script/voiceover 'as is' as much as possible rather than redoing it, which will take a lot more time.

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SCOPE OF WORK

(Mark recommends twice a week meeting ½ hour)

The scope of work defines work that will be accomplished within the timeline of the project (In-scope) and work that is not included in the project (out-of-scope). In-scope work will be highlighted in your schedule as an event or deliverable. length (number ??) of deliverables

ROLES AND ACCOUNTABILITY

Name	Project Role	Accountability
Mark Sheridan	KI Educational Consultant	Building Educational Pieces
Doris Listoe	SME	
Julie Robison	SME	
Jennifer A + Tara to sign off		

SCHEDULE

A simplified version of a project work plan that provides the start and expected completion dates for agreed upon project deliverables. Like a work plan, it can be used to help keep the project on time.

Start Date	Event/Deliverable	Completion Date
10/30 2015	Scope Doc	Nov 6 2015
11/3 2015	Julie and Doris review current script for suitability, add and adjust to include new material (intro?)	Nov 18, 2015
		January 15 2016
<u>Scheduling Note:</u>	Julie away NOV 11-15, Dec 3 - 6 weeks	
	Doris away NOV 18 -27	

RISKS

These are events that can change the project outcomes or impact deliverables. Risks can be managed using a mitigation plan. This plan highlights the risks and shows how you intend to manage the risk.

Risks	Consequences	Management Plan
Not having clear responsibilities	inertia, confusion, chaos, not meeting deadlines	Spelling out deliverables and people attached to them
Scope creep	Never ending story	
Clear sign off		Identify those who have final say

NB: The information written in red is provided as a guide to completing the Scoping Document and should be deleted before presenting the document to stakeholders.