

## Hospital Case Study

### Project Baseline

The following are documents and other files created so far for the scheduling project. These would all be part of the baseline for the project:

- Stakeholder analysis
- Problem statement
- Requirements
- Project scope statement
- Estimates
- WBS
- Project organization chart
- Responsibility matrix
- Budget
- Risk information forms
- Risk log
- Management plans (risk, communication, quality, change, procurement)
- Request for proposal
- Project schedule

The baseline documents could be stored in a project notebook folder on a shared drive on the hospital network. For security, you could add a password to access the folder or add passwords to individual files. If the hospital has a document management system, the baseline documents could be stored within it. Remember, changes to the baseline documents are made according to the change management plan.