



New Healthcare Facility Build Process Outline

1 Analysis Phase

1.1 **Business Profile Analysis**

- 1.1.1 Clinical Services Offered
- 1.1.2 Expected Patient Load
- 1.1.3 Practice Management
- 1.1.4 Staffing (Internal, outsourced, et cetera)
- 1.1.5 Billing Systems and Processes

1.2 **Information Technology Assessment (Health Check)**

- 1.2.1 Existing Hardware and Software Review
- 1.2.2 Enterprise Software Review

1.3 **Facilities Analysis**

1.3.1 Network Usage Analysis

- 1.3.1.1 Clinical devices and modalities
- 1.3.1.2 Clinical requirements
- 1.3.1.3 Business needs (e-mail, shared resources, et cetera)
- 1.3.1.4 External connectivity
- 1.3.1.5 Wireless
- 1.3.1.6 Remote users

1.3.2 Virtual Walkthrough

- 1.3.2.1 Electrical, Data, Phone, HVAC, and Video analysis
- 1.3.2.2 Patient flow and workflow planning
- 1.3.2.3 Furniture and physical layout
- 1.3.2.4 Server room requirements
- 1.3.2.5 Security and emergency planning

1.3.3 Telecommunications Analysis

- 1.3.3.1 System (Type, handsets, et cetera)
- 1.3.3.2 Service needed
- 1.3.3.3 Features needed and desired

1.4 **Structural Change Package**

- 1.4.1 Floor Plan Conversion and Update
- 1.4.2 Detail Worksheet Creation
- 1.4.3 Builder and Architect Meeting

1.5 **Cabling Bid Package Preparation**

- 1.5.1 Incorporate Builder and Architect Changes
- 1.5.2 Bid Package Delivery to Cabling Providers
- 1.5.3 Bid Analysis and Recommendation

1.6 **Telecommunications Bid Package Preparation**

- 1.6.1 Bid Package Delivery to Telecommunications Providers
- 1.6.2 Bid Analysis and Recommendation



1.7 Project Management

1.7.1 Project Management

1.7.2 Vendor Service Coordination for Voice and Data Communications

1.8 Facility Build and Technology Design Proposal

2 Facility Build and Technology Design Phase

2.1 Cabling

2.1.1 Physical Installation

2.1.2 Quality Assurance

2.1.2.1 Post-electrician walkthrough

2.1.2.2 Post-sheetrock walkthrough

2.1.2.3 Post cabinetry and wall covering walkthrough

2.1.2.4 Post cable termination walkthrough

2.1.3 Change Order Process and Implementation (per drop)

2.2 Network Design

2.2.1 Wide Area Network

2.2.2 Local Area Network

2.2.3 DICOM Analysis (as needed)

2.2.4 Network Design Diagram(s)

2.3 New Facility Equipment Design

2.3.1 New Equipment Recommendation

2.3.2 Budget Analysis (Concurrent and Iterative)

2.3.3 Hardware Bid Package Creation/Approval

2.4 Information Technology Feasibility Study

2.4.1 Existing Equipment Gap Analysis

2.4.2 Upgrade Analysis/Recommendations

2.5 Move Planning

2.5.1 Transition Planning

2.5.2 New Facility Move In Proposal

2.6 Project Management

2.6.1 Project Management

2.6.2 Vendor Coordination for Cabling, Hardware, and Software

3 New Facility Move In

3.1 Technology Configuration

3.1.1 Network

3.1.2 Server

3.1.3 Desktop

3.1.4 Peripherals



3.2 Technology Move and Installation

- 3.2.1 Network
- 3.2.2 Server
- 3.2.3 Desktop
- 3.2.4 Peripherals

3.3 Legacy Technology Disposal

- 3.3.1 Vendor Selection
- 3.3.2 Equipment/media pick-up and disposal

3.4 Project Management

- 3.4.1 Project Management

3.5 Production Planning

- 3.5.1 Ongoing Support Proposal

4 Use and Maintenance Phase

4.1 Stabilization Period (1 – 3 months)

- 4.1.1 Technical stabilization activities
- 4.1.2 User acceptance activities

4.2 Ongoing Maintenance Period