# SHINE PATHWAY MAP

| | Intro to Moonshine | 2. Project Initiation | 3. Research and Consults | 4. Idea Generation | 5. Prototype Dev & Review | 6. Testing & Iteration | 7. Final Project Review |
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| **Tasks and sub-tasks** | **Multiple touchpoints for the first Project Initator's (PI) interaction with Shine**:<br>- website<br>- email invitation from KPO<br>- Kaizen event/Shine Workshop attended | 1. PI submits idea to KPO through Shine Portal (web or email form)<br><br>2. Shine Account created for PI<br><br>3. KPO reviews idea (gets an email notification) and assigns Shine Project Manager<br><br>4. PM contacts PI to schedule an initial review meeting.<br><br>5. Meanwhile, PM does a Market Scan to see what available solutions there are (if any), contacts Organizational Procurement if extra help is needed<br><br>6. PM decideds GO/NO-GO depending on Market Scan | 1. Arrange initial Project Review meeting (PM contacts PI), review idea and establish next steps for ideation<br><br>2. After project review, PM fills out and submits QUIP form for IRB approval<br><br>QUIP sub-tasks (PM): 1. Request estimated response time, and receipt of submissiondepartments | 1. Complete ideation session w/ Shine toolkit (part of a Shine workshop or one-on-one with the PM)<br><br>2. Discuss ideas and evaluate solutions together (as a group or one-on-one).<br><br>3. PM decides whether project is GO/NO-GO and shares status with PI (no more than 24 hours after ideation session)<br><br>GO/NO-GO questions for PM: will ideated solutions (and testing) involve IRB? will these solutions be within budget requirements? | 1. PM ensures IRB review is complete (if necessary).<br><br>2. PM and PI identify participants or end users to test with.<br><br>3. Test prototype in meeting (Shine workshop or KPO staff), or externally (patients) if possible and needed, PM collects feedback<br><br>4. Create testable higher fidelity prototype using materials at hand (can include creform if you're trained, but not necessary). | 1. PM creates instructions for testing team<br><br>2. Identify team responsible for testing.<br><br>3. PM drafts a user manual that address preventative maintenance and care instructions.<br><br>4. PM and PI (if available) test with end users<br><br>PM reaches out to anyone else who might have good feedback/be a participant in a workshop | Production evaluation: can this be made in house?<br>PM determines viability, leads evaluation process.<br><br>If made in-house:<br>1. Manufacture it.<br>2. Finalize user/maintenance manual<br>3. Ensure branding is present.<br>4. Deploy final product.<br><br>If NOT made in-house:<br>1. Do cost analysis for external fabrication.<br>2 Get sign-off from higher ups. |
| **Staff/Dept** | • Project Initiator (PI)<br>• KPO Specialists | 1. Project Initiator (PI)<br>2. PM<br>3. Organizational Procurement<br>4. KPO Specialists | 1. Project Initiator (PI)<br>2. PM<br>3. IRB | 1. PI<br>2. PM<br>3. IRB<br>4. execs (for budget approval ?'s) | 1. Project Initiator (PI)<br>2. PM<br>3. Preventative Maintenance/ Clinical Eng staff | 1. PM<br>2. PI<br>3. Participants<br>4. Shine Workshop attendees | 1. PM<br>2. PI<br>3. Management, upper level stakeholders<br>4. End-users |
| **Tools** | Shine Portal (website), informational email | 1. List of needed materials (replacing Criteria Tool)<br>2. Market scan form | 1. Minified digital QUIP form for IRB? How can this be made more efficient?<br>2. Project status update if project is moving forward (report form that PM updates) | 1. Shine Kit<br>2. Shine Portal; Project Overview > Documentation | 1. Results of QUIP<br>2. Instruction Card for cleaning, maint.<br>3. To-scale prototype<br>4. Update criteria tool page with more official specs (function, features, size, material reqs)<br>5. Complete online Plan-Do-Study-Act if PM thinks it's necessary<br>6. Shine kit | | |
| **Pain Points Addressed** | **Original Pathway PDF links to multiple documents, but they're not available in one central location.** Each task in this step involves reviewing multiple documents.<br>**There's no indication of a timeline on the original Pathway overview.** Give your PI a realistic sense of time commitment with a progress chart or FAQ section. | **Make the submission process more efficient.** Make it easier for PI to start the review process, don't overwhelm them at this stage. A web version of the criteria tool, QUIP, and Market Scan would be faster and enable asynchronized work. | 1. Track status of IRB (receipt), set up calendar reminder automatically for PM to check back in on IRB within a week. | 1. Use web interface + PM to document design decisions; store photos and progress, simple form that PM can input changes and status updates on each project.<br>2. PM checks on IRB as needed | | | |