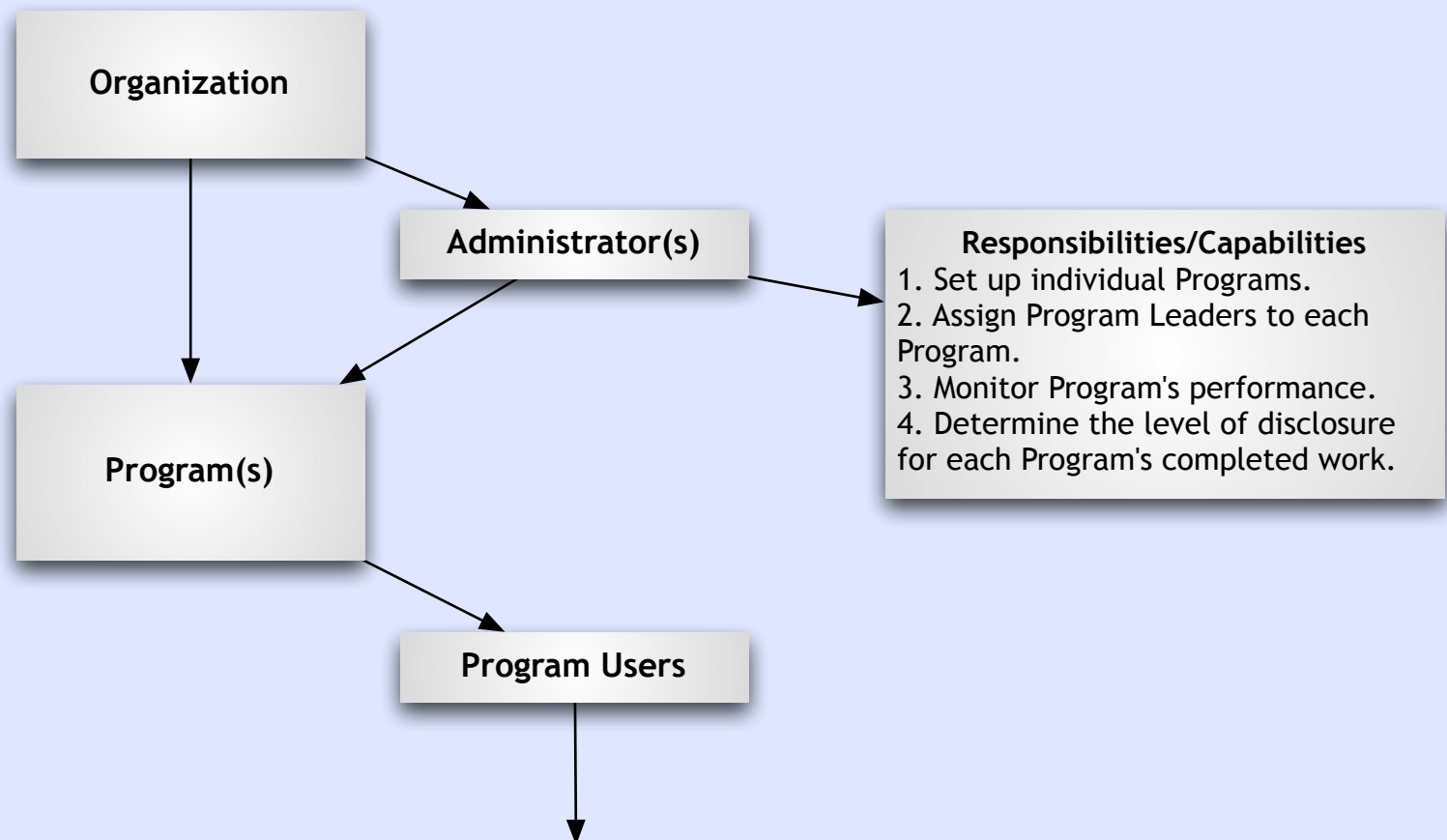


# eCUSP Setup, Structure, Roles & Capabilities

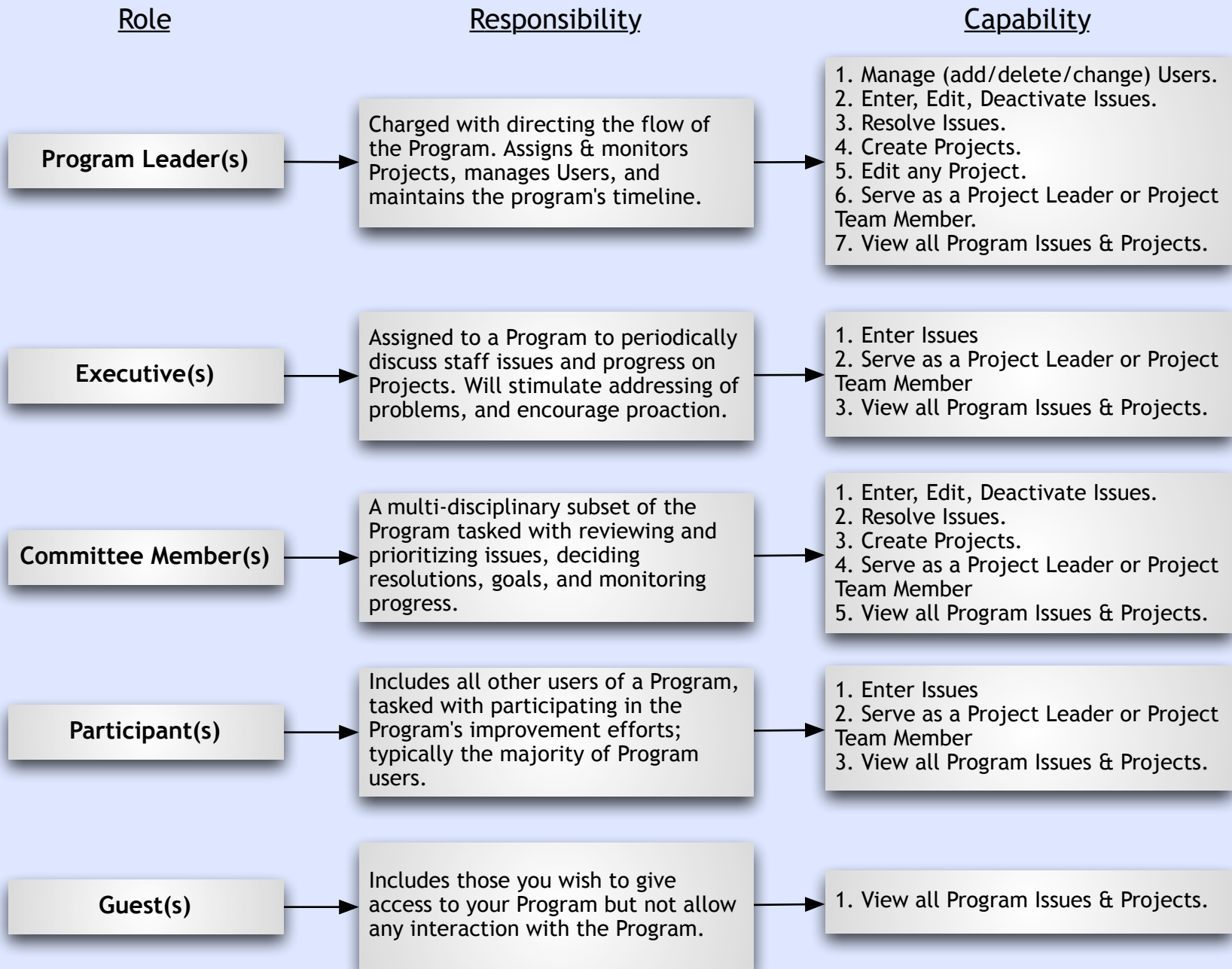
eCUSP is setup for **Organizations**, from which individual **Programs** can be created. An Organization is assigned one or more Administrators.

A Program is a group of users devoted to improving safety and quality and can be organized however the Organization sees fit. It may be a high-level group, such as the Risk, Quality, PI, JCAHO or Safety Departments, or a defined unit, such as the ED, L&D, ICU, etc.

Program information can be accessed only by those individuals added to that Program and by the Organization Administrator(s).



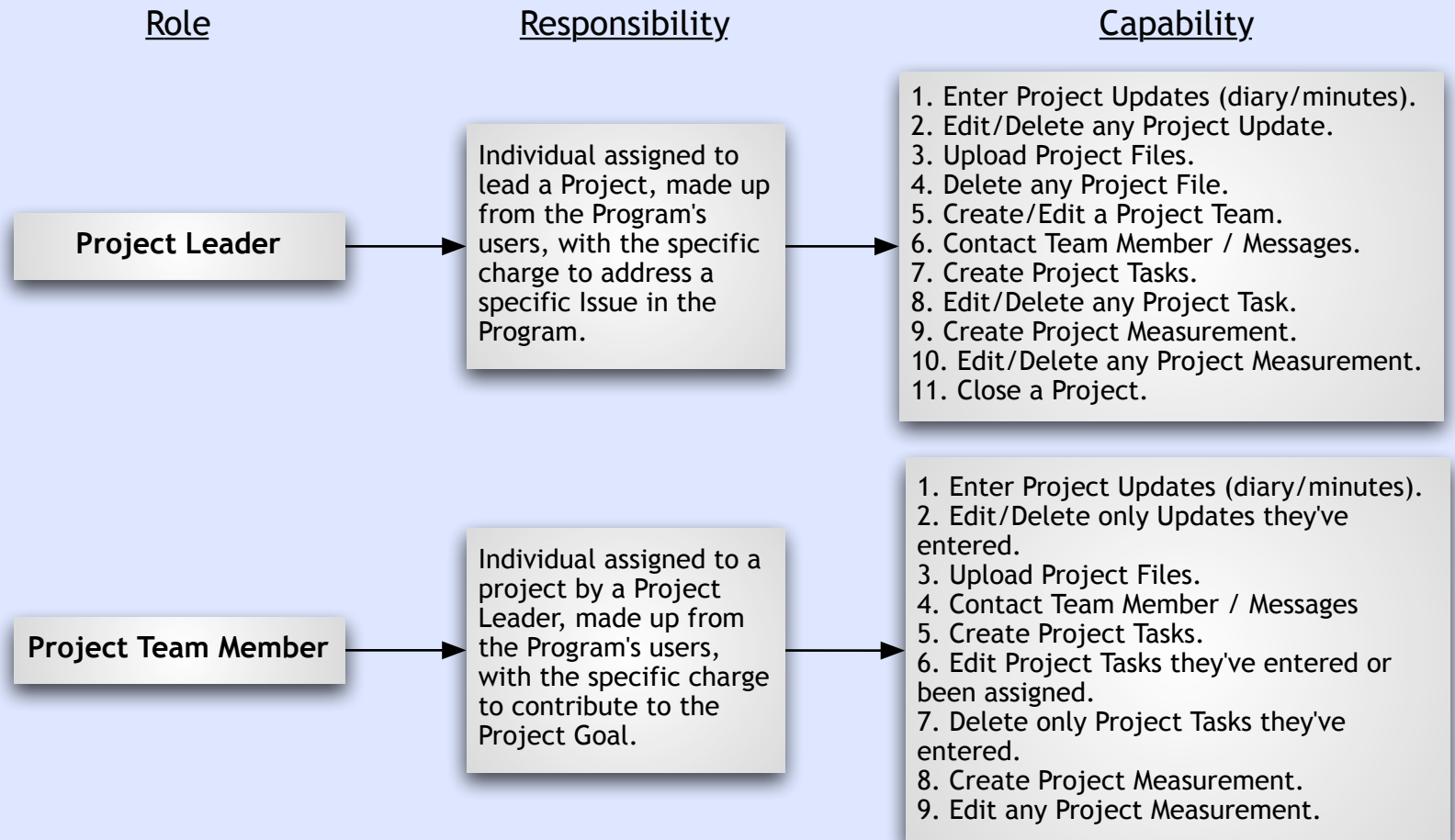
**Program Users** have defined roles, which identify different responsibilities and capabilities within the program.



Within **Programs**, information flows from **Issue** to **Project** to **Story** (completed Project). Programs may have an unlimited number of **Projects**.

- An **Issue** is entered by any Program User (except a Guest).
- The Issue is either Resolved, Elevated to a Project or Deactivated by the Program Leader or Committee Member.
- A **Resolved Issue** is an Issue requiring a "quick fix" and is noted as having been addressed.
- A **Project** requires a more involved intervention that will generate multiple pieces of information in the recording of its resolution (or telling its **Story**). The Project Leader can be any Program User (except a Guest).

**Project Management** (a Program Leader possesses the same capabilities as the Project Leader):



# Capability Matrix

	<b>Program Leader</b>	<b>Participant</b>	<b>Committee Member</b>	<b>Executive</b>	<b>Guest</b>
<b>Issues</b>					
Enter Issues	X	X	X	X	
Resolve Issues	X		X		
Edit/Deactivate Issues	X		X		
<b>Projects</b>					
Create Projects	X		X		
Serve as Project Leader	X	X	X	X	
Serve as Project Team Member	X	X	X	X	
Edit any Project (per below)	X				
Deactivate Projects	X		X		
<b>Program</b>					
Manage (add/delete/edit) Users	X				
View all Issues & Projects	X	X	X	X	X

	<b>Project Leader</b>	<b>Project Team Member</b>
Enter Project Updates (diary/minutes)	X	X
Edit/Delete any Project Update	X	
Edit/Delete only Project Updates they've entered		X
Upload Project File		
Organize Project Files	X	X
Delete Project Files	X	
Create/Edit a Project Team	X	
Contact Team Members / Messages	X	X
Create Project Tasks	X	X
Edit/Delete any Project Task	X	
Edit/Delete only Project Tasks they've entered		X
Create Task Gantt Chart	X	X
Create Project Measurement	X	X
Edit any Project Measurement	X	X
Delete any Project Measurement	X	
Close a Project	X	