Digital Health Investment Review Tool

DELIVERABLES

DELIVERABLE	DESCRIPTION	EXAMPLE	SOURCE
Stakeholder Engagement Plan	A plan to help project managers engage effectively with stakeholders throughout the life of the project, and which specifies activities that will be conducted to manage engagement.	Sample Stakeholder Engagement Plan	Global Health Learning Center
Documentation and Dissemination Plan	A plan that specifies how project documentation will be developed and how project information will be disseminated to stakeholders. This would include who receives what, when and how.	Strategic Dissemination Plan	K4Health
Security and Privacy Plan	Outlines security requirements for the system, describes controls in place, responsibilities and expected behavior of system users, and how data collected and stored in the system will be protected from unauthorized access and use.	IT Security Plan template mHealth Data Security, Privacy, and Confidentiality Guidelines: Companion Checklist	Georgia Technology Authority MEASURE Evaluation
Change Management Plan	A framework for managing the effect of new business processes, changes in organizational structure, or shifting roles as a result of the introduction of new technology.	Change Management Approach Template	CRVS Digitisation Guidebook
Monitoring Evaluation and Learning Plan	Describes the process for monitoring, evaluating and learning from system implementation in order to achieve results. This includes indicators to be used, what information will be collected, how it will be collected, and how implementation will be adapted to ensure system goals are met.	MEL Guide	Scotland's International Development Alliance
Landscape Analysis	A review of existing systems (both automated and paper-based), and where gaps and opportunities exist.	Ghana System Landscape Assessment	CRVS Digitisation Guidebook
As-is Work Flows - Design Document	Describes how data flows in the current system.	Ghana – Marriage Registration_As-Is Process_FINAL	CRVS Digitisation Guidebook

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To-be Work Flows - Design Document	Describes how data will flow in the proposed system.	Kenya TO-BE Birth Registration Process	CRVS Digitisation Guidebook
Requirements Document	A detailed description of all the system properties that specifies how the system should work.	Common Requirements for Logistics Management Information Systems	International Association of Public Health Logisticians
User Guide	Step-by-step instructions for how to use the system for end users.	iHRIS Manager User Manual	iHRIS Software Documentation
Systems Administration Guide	Instructions for deploying, configuring and maintaining the system.	OpenMRS Administration Guide	OpenMRS Wiki
Communications Plan	Policies for providing stakeholders with information, including who receives what, when, and through what channels (how). Often a part of the dissemination plan and/or the stakeholder engagement plan.	CRS Developing a Communications Plan	Catholic Relief Services Communication Toolbox
RACI diagram showing roles and responsibilities of stakeholders	A matrix showing all activities and stakeholders' roles in relation to each activity (responsible, accountable, consulted or informed).	Planning an Information Systems Project: A Toolkit for Public Health Managers, Annex 2	mHealth Knowledge
Training Plan (for users and IT staff)	Outlines the details of the formal training on using or administering the system. Includes the objectives, needs, strategy and curriculum of the training.	Training Approach Template	CRVS Digitisation Guidebook
Total Cost of Ownership	Outlines the costs associated with planning, developing and maintaining a system for initial as well as outyears.	CommCare Total Cost of Ownership Model	Dimagi

GLOSSARY

TERM	DEFINITION	RESOURCE
API (Application Programming Interface)	A code that allows two software programs to communicate with each other. The application programming interface (API) defines the correct way for a developer to write a program that requests services from an operating system or other application. APIs are implemented by function calls composed of verbs and nouns. The required syntax is described in the documentation of the application being called.	HIMSS News; Understanding Application Programming Interfaces (APIs)
Application	A piece of software which can be installed on a device to perform one or more digital health interventions.	HIMSS; Ontology & Definitions
Data Warehouse	A large database that stores information like a data repository but goes a step further, allowing users to access data to perform research-oriented analysis.	AeHIN Digital Health Terminology Guide, page 6
Database	A set of related data and the way it is organized. Access to this data is usually provided by a database management system (DBMS) consisting of an integrated set of computer software that allows users to interact with one or more databases and provides access to all of the data contained in the database (although restrictions may exist that limit access to particular data). The DBMS provides various functions that allow entry, storage, and retrieval of large quantities of information and provides ways to manage how that information is organized. Because of the close relationship between them, the term "database" is often used casually to refer to both a database and the DBMS used to manipulate it.	AeHIN Digital Health Terminology Guide, page 6
Enterprise Architecture	A comprehensive framework used to manage and align an organization's IT assets, people, operations, and projects with its operational characteristics, and defines how IT will support the business operations and provide benefit for the business.	AeHIN Digital Health Terminology Guide, page 11
Health Information System (HIS)	Any system that captures, stores, manages, or transmits information related to the health of individuals or activities of organizations that work within the health sector. The system typically maps the business process of an organization (e.g., a hospital, a health insurance fund, disease management program) and focuses on data processing (e.g., claim reimbursement) rather than data collection only.	Health informatics — Capacity-based eHealth architecture roadmap Part 2: Architectural components and maturity model

GLOSSARY

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Interoperability	The ability of two or more systems or components to exchange information and to use the information that has been exchanged.	Health informatics — Document registry framework
Open Data	Publicly available data that can be universally and readily accessed, used and redistributed free of charge. It is structured for usability and computability. *(Source: Digital Impact Alliance)*	Open Data Commons; Making Your Data Open: A Guide
Open Innovation	Refers to co-created ideas, concepts and design or to inviting the contribution of ideas. *(Source: Digital Impact Alliance)*	Principles for Digital Development; Use Open Standards, Open Data, Open Source, and Open Innovation
Open Source	Software with source code that anyone can view, copy, modify and share. *(Source: Digital Impact Alliance)*	Open Source Initiative; The Open Source Definition
Open Standards	Data standards are "documented agreements on representations, formats, and definitions of common data. Data standards provide a method to codify invalid, meaningful, comprehensive, and actionable ways, information captured in the course of doing business."	Public Health Data Standards Consortium; Health Information Technology Standards
Platform (or Package)	A suite of components and tools which allow a developer to write, test and deploy applications.	
User-Centered Design	An iterative design process in which designers focus on the users and their needs in each phase of the design process. UCD calls for involving users throughout the design process via a variety of research and design techniques so as to create highly usable and accessible products for them.	usability.gov; User-Centered Design Basics

Many terms from AeHIN's Digital Health Terminology Guide

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