

HP598: Healthcare Administration Capstone

Capstone Project Outline/Contents

- I. **Cover/Title Page**
- II. **Table of Contents**
- III. **Abstract** – written last
 - a. 150 to 250 words
 - b. Concise and non-evaluative
 - c. Not an introduction
- IV. **Chapter 1 – Problem Statement** (5 to 7 pages)
 - a. Introduction
 - b. What is the specific problem within the healthcare environment that needs to be addressed?
 - c. History of problem
 - i. When did it first appear?
 - ii. Who does it affect?
 1. Demographics
 - iii. What has been done historically if anything?
 - d. Current scope
 - i. Significance of problem
 - ii. What is currently being done?
 - iii. What role does management currently play within the context of the issue?
 - iv. Responsibility of problem
 1. Who owns it?
 2. Why does it remain unaddressed or persist?
 - v. Is it related to cost, access, or quality – combination or all?
 - e. Definition of terms
 - f. Conclusion
- V. **Chapter 2 – Literature Review** (5 to 7 pages)
 - a. Introduction
 - b. What has been published?
 - c. Theoretical framework within which the problem exists
 - d. Literature review full circle
 - e. Conclusion

(Not just a regurgitation of what has been published – rather this is an analysis of what is known and not known about the problem)

- VI. **Chapter 3 – Strategic Plan** (5 to 7 pages)
 - a. Introduction
 - b. What should management do?
 - i. Implementation
 - 1. Costs – direct and indirect
 - a. Who will pay?
 - b. Sustainability?
 - 2. Labor needed
 - a. Special training required?
 - 3. Technology needed
 - a. Current systems in place?
 - 4. Communication
 - a. Gaining employee buy-in
 - b. Formal versus informal
 - ii. Short-term versus long-term planning
 - c. Who will benefit?
 - i. Organization?
 - 1. Leadership?
 - 2. Employees?
 - ii. Patients?
 - iii. Providers
 - d. What will the healthcare environment look like once problem is solved?
 - e. Conclusion
- VII. **Chapter 4 – Recommendations for Future Study/Limitations** (2 to 3 pages)
 - a. Introduction
 - b. Possible barriers for implementation
 - i. Social barriers – if any
 - ii. Political barriers – if any
 - c. Limitations of plan
 - i. Scope
 - ii. Cost
 - d. Conclusion
- VIII. **Chapter 5 – References**
 - a. Introduction
 - b. 80% newer than 5 years
 - c. Germinal research present
 - d. At least 20 references
 - e. All references cited in body
 - f. No active hyperlinks
 - g. Conclusion
- IX. **Appendices** – if any (Tables, charts, etc.)