SAMPLE INSPECTION MATRIX

Principles of Project Management:
Task (Inspection Items), Resource (Who has what, does what?), Timeline (6 months, 12 months, 2-5 years), and Inventory (Progress)

TASK	RESOURCE					TIMELINE	INVENTORY	
(Requested / Required Inspection Items)	Med Ed	PD	Resid			(Frequency, Dates, Months)	COMPLETE	INCOMPLETE

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Consider how tasks can be grouped. For example, if you are asking the PD to review the summary of the didactic program, you may also want to ask him/her to review the didactic attendance policy at the same time. Also consider how larger items can be broken into smaller more manageable pieces. For example, if you are asking the PD to review the curriculum, you may want to consider breaking the curriculum review into smaller pieces (1 month to review the didactic summary, 1 month to review the clinical summary, and 2 months to review rotation goals and objectives).	Avoid overwhelming your resources. Spread their involvement out over the year. Consider their prior commitments as well. For example, during June and July, the PD will likely be working on the resident annual evaluations. It would be unreasonable to ask them to also review a large file such as the rotation goals of objectives at this time.					Some inspection materials naturally fall on the timeline. For example, you can collect COM Transcripts or Diplomas in June / July upon the residents COM graduation and arrival to campus.	Keep your inventory as detailed as possible. Know exactly what you have and exactly what you need. As opposed to 'knowing you have more than half of the FP Residents House Staff Manual Agreements', you want to know that you have Tony's, Rebecca's, Michael's and still need Shawn's and Jessica's signed agreements.	