

AI-04004 Brent Medical Office Assessment

Owner	Ⓜ Rigel Arcayan
Tags	Project
Created time	July 8, 2026 1:00 AM

I just started a new OpenProject called 2026 Brent Medical Office Planning. I need help in creating a Work Packages and Task lists to improve the small medical clinic which has the following:

Spectrum Modem
Netgear Router
Wireless Router
Lenovo ThinkStation, 1 pc
Lenove ThinkCentre, 5 pcs
Network Printer
Mediware Software on each station
Amazing Charts EMR on each station

I have so many questions in mind, but I want a comprehensive task list to go by in my audit. I want to know what Windows OS is running, CPU, RAM, CPU %, Mem load, Disk I/O, Hard disk or SSD, Backup method, DR, UPS etc. Create me a comprehensive task list to make this medical office a 2026 Efficient and AI Ready

To transform the practice into a highly efficient, secure, and AI-ready environment, we need to structure your audit methodically. Because Amazing Charts relies on a local server-workstation database modelâ€”where one machine hosts the data and hardwired gigabit networking is strictly recommendedâ€”the audit must establish a bulletproof infrastructure baseline before any AI integration can take place.

Here is a structured, comprehensive task list designed for a direct 1:1 match with **OpenProject Work Packages**.

OpenProject Work Packages & Task Lists

WP 1: Hardware & OS Infrastructure Baseline

Objective: Audit the physical and logical configuration of the compute infrastructure to ensure it meets enterprise performance and lifecycle requirements.

- **[Task 1.1] Document Windows Operating System Lifecycle**
 - Identify the exact Windows edition on each machine via winver.
 - Verify that all 5 ThinkCentres and the ThinkStation are running **Windows 10/11 Pro (64-bit)**. Document and flag any Home editions for immediate upgrade (Amazing Charts does not support Home editions).
- **[Task 1.2] Audit Compute & Performance Profiles**
 - Document CPU model, generation, core count, and base clock speed on all 6 units.
 - Log total physical RAM (Verify if the ThinkStation server has at least 24GB recommended, and ThinkCentres have a minimum of 8GB).
 - Establish a 7-day performance baseline using Performance Monitor (perfmon) to log: Average CPU %, Memory Load %, Disk I/O (Read/Write queues), and Network Interface utilization during peak clinic hours.
- **[Task 1.3] Inspect Physical Storage Media**
 - Determine drive types (SATA HDD vs. NVMe/SATA SSD) using PowerShell (Get-PhysicalDisk).
 - Log remaining storage capacity and drive health metrics (S.M.A.R.T. status). Plan SSD upgrades for any spinning HDDs to support the disk I/O demands of AI caching and smooth database reads.

WP 2: Network Topography & Security Audit

Objective: Map the data pathways and eliminate single points of failure, moving away from consumer-grade network routing.

- **[Task 2.1] Map Physical & Wireless Topology**
 - Audit the connection type of the 5 ThinkCentres and the network printer. Confirm they are **hardwired via Gigabit Ethernet** to the switch/router, as

running Amazing Charts over Wi-Fi introduces severe database corruption risks.

- Identify the models, firmware versions, and configuration of the Netgear router and standalone wireless router.
- **[Task 2.2] Assess Edge Security & Segmentation**
 - Evaluate the Netgear router's firewall rules and access control lists (ACLs).
 - Verify complete logical separation (VLANs) between the Clinical Network (EMR, workstations, printer) and the Guest Wi-Fi Network.
- **[Task 2.3] ISP Throughput & WAN Verification**
 - Run WAN speed tests at the Spectrum modem to document download/upload metrics. Ensure the upload speed comfortably exceeds the 2 Mbps minimum required for cloud backups and EHR syncing.

WP 3: EMR & Database Architecture Audit

Objective: Verify database integrity and configuration of the core clinic software solutions.

- **[Task 3.1] Map Software Deployment Matrix**
 - Confirm the exact version numbers of Amazing Charts and Mediware across all stations.
 - Identify which machine is acting as the **Main Database Server** (typically the Lenovo ThinkStation). Verify that SQL Server configurations are optimized for memory allocation limits.
- **[Task 3.2] Printer & Peripheral Interoperability**
 - Audit the network printer's configuration. Ensure it has a static IP reservation and uses secure protocols (HTTPS/IPP) for document transmission.
 - Verify scanning paths from the printer back to Amazing Charts/Mediware document import directories.

WP 4: Business Continuity, DR, & Power Resilience

Objective: Secure the clinic's data assets against hardware failure, localized disasters, and power instability.

- **[Task 4.1] Evaluate Backup & Disaster Recovery (DR) Strategy**

- Identify current backup mechanisms for the Amazing Charts database and Mediware files. Is it local external storage, NAS, or the official Amazing Backup cloud solution?
- Validate backup logs to confirm consistency and check the frequency of the backup schedule.
- Define the practice's target Recovery Point Objective (RPO) and Recovery Time Objective (RTO).

- **[Task 4.2] Power Resilience & Uninterruptible Power Supplies (UPS)**

- Locate and inventory all UPS units in the clinic.
- Document battery age, runtime under load, and total VA/Watt ratings. Ensure the Main Server (ThinkStation) and network core (Modem/Router/Switch) have adequate runtime to perform a graceful automated shutdown during a power failure.

WP 5: 2026 AI Readiness & Optimization

Objective: Evaluate the infrastructure's readiness to ingest ambient AI scribes and intelligent workflow tools without lagging.

- **[Task 5.1] Assess Audio Infrastructure for AI Scribing**

- Audit local audio input capabilities at each exam room workstation to support ambient AI medical scribes (e.g., microphone arrays or Bluetooth input latency).

- **[Task 5.2] Verify API Connectivity & Hardware Offloading**

- Verify that the local workstations have the cryptographic performance (e.g., hardware-accelerated AES-NI on the CPUs) to handle secure, real-time TLS encryption tunnels required by cloud-based clinical AI APIs.

Suggested OpenProject Custom Fields

To make this list highly operational when you import or build it in OpenProject, consider adding these custom fields to your project configuration:

1. **Target Device:** (Drop-down: ThinkStation-Server, Workstation 1-5, Network Core, All)
2. **Current Metric/Value:** (Text field to enter the found OS, CPU, RAM, etc., during the audit)
3. **Compliance Status:** (Drop-down: Pass, Action Required, Critical Fail)

Would you like me to generate a clean CSV import template based on this exact task list so you can load it directly into OpenProject?

Rewrite the Work Packages you enumerated and strip the bullets and indents, I just need a flat list ready for pasting to a csv template

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Work Package / Task Name,Type,Parent Element
2026 Brent Medical Office Planning,Project,
WP 1: Hardware & OS Infrastructure Baseline,Phase,2026 Brent Medical Office Planning
[Task 1.1] Document Windows Operating System Lifecycle,Task,W
P 1: Hardware & OS Infrastructure Baseline
[Task 1.2] Audit Compute & Performance Profiles,Task,WP 1: Hardware & OS Infrastructure Baseline
[Task 1.3] Inspect Physical Storage Media,Task,WP 1: Hardware & OS Infrastructure Baseline
WP 2: Network Topography & Security Audit,Phase,2026 Brent Medical Office Planning
[Task 2.1] Map Physical & Wireless Topology,Task,WP 2: Network Topography & Security Audit
[Task 2.2] Assess Edge Security & Segmentation,Task,WP 2: Network Topography & Security Audit
[Task 2.3] ISP Throughput & WAN Verification,Task,WP 2: Network Topography & Security Audit
WP 3: EMR & Database Architecture Audit,Phase,2026 Brent Medical Office Planning
[Task 3.1] Map Software Deployment Matrix,Task,WP 3: EMR & Database Architecture Audit
[Task 3.2] Printer & Peripheral Interoperability,Task,WP 3: E
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MR & Database Architecture Audit

WP 4: Business Continuity DR & Power Resilience,Phase,2026 Brent Medical Office Planning

[Task 4.1] Evaluate Backup & Disaster Recovery (DR) Strategy,Task,WP 4: Business Continuity DR & Power Resilience

[Task 4.2] Power Resilience & Uninterruptible Power Supplies (UPS),Task,WP 4: Business Continuity DR & Power Resilience

WP 5: 2026 AI Readiness & Optimization,Phase,2026 Brent Medical Office Planning

[Task 5.1] Assess Audio Infrastructure for AI Scribing,Task,WP 5: 2026 AI Readiness & Optimization

[Task 5.2] Verify API Connectivity & Hardware Offloading,Task,WP 5: 2026 AI Readiness & Optimization

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[Task 1.3] Inspect Physical Storage Media,Task,WP 1: Hardware & OS Infrastructure Baseline

WP 2: Network Topography & Security Audit,Phase,2026 Brent Medical Office Planning

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