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| **Project Name** |  | **Project Lead** |  | **Date Updated** |  |
| **1. Project Outline**  | **4. Costs, Effort and Timescales** | **7. Key Milestones** |
| * *Write one or two sentences that describe why the team are looking at this pathway/process and what is driving the change.*
* *Be as concise and succinct as possible – if you had to describe the problem to a colleague in another department of hospital, what would you say?*
* *Be graphical – if you have any charts or diagrams that illustrate the problem, insert them here.*

**2. The Blueprint*** *Describe concisely the way the service / system / team currently operates and how it will operate in the future*
* *Think about supplementing this with a simple process map or ‘POTI diagram’ (Processes, Organisation, Technology, Information) but do not over complicate.*

**3. Benefits & Timings*** *List the issues that currently occur and order them, considering the impact of the issue and the frequency at which it occurs.*
* *For each issue, note its root cause(s).*

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| *Expected benefit* | *Measure* |  |
| *Name of benefit*  | *Expected measure of achievement*  | *Date to be achieved* |
| *Name of benefit*  | *Expected measure of achievement*  | *Date to be achieved* |
| *Name of benefit*  | *Expected measure of achievement*  | *Date to be achieved* |
| *Name of benefit*  | *Expected measure of achievement*  | *Date to be achieved* |
| *Name of benefit*  | *Expected measure of achievement*  | *Date to be achieved* |

  | * *What costs will be incurred within the project and by whom*
* *What staff will be involved / from which organisation(s)*
* *What is the timeframe for the programme*

**5. The solutions to be implemented*** *Describe the key solutions that you will put in place to overcome the current issues and challenges and meet your vision. Note them in priority order.*
* *Supplement this with a simple process map or diagram where available but don’t make it too complex.*

**6. Who should we consult / involve?**List your key stakeholders and how you will involve them in the project, i.e. consult with them or inform them, of progress – using the table.

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| *Name* | *Job* | *C/I* |
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 | * *Describe the key milestones which need to be completed and who will ensure they are achieved.*
* *This may include any key communications.*

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| *Milestone/ Action* | *By whom* | *By when* |
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**8. Risks*** *Under this include the key risks and mitigating actions you will take.*

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| *Risk* | *Mitigating action* | *RAG* | *Owner* |
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**9. Issues*** *List the issues that currently occur and order them, considering the impact of the issue and the frequency at which it occurs.*
* *For each issue, note its root cause(s) and any actions being undertaken.*

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| *Issue Description* | *Root Cause* | *Actions* |
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