|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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).*  |  |  |  | | --- | --- | --- | | *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.   |  |  |  | | --- | --- | --- | | *Name* | *Job* | *C/I* | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | | | * *Describe the key milestones which need to be completed and who will ensure they are achieved.* * *This may include any key communications.*  |  |  |  | | --- | --- | --- | | *Milestone/ Action* | *By whom* | *By when* | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  |   **8. Risks**   * *Under this include the key risks and mitigating actions you will take.*  |  |  |  |  | | --- | --- | --- | --- | | *Risk* | *Mitigating action* | *RAG* | *Owner* | |  |  |  |  | |  |  |  |  | |  |  |  |  |   **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.*  |  |  |  | | --- | --- | --- | | *Issue Description* | *Root Cause* | *Actions* | |  |  |  | |  |  |  | |  |  |  | | |