Project action plan

#	Who	What	By when	Completed?
		1. Form your team		
		Review the contents of the toolkit and supporting resources.		☐
		Ensure senior management are supportive.		☐
		Make list of potential team members who have an interest or expertise in this area.		☐
		• Project Executive Sponsor		☐
		• Champion(s)		☐
		• Technical expertise		☐
		• Operational/ project leader/ implementation support		☐
		• Public contributors		☐
		Ensure executive support is visible.		☐
		Contact project team members and ask them to be members of the team.		☐
		Arrange first meeting with all team members to explain the aims of the project and the approach.		☐
		Agree roles and responsibilities at first meeting		☐
		Arrange ongoing meetings as required to maintain momentum (e.g. once a fortnight) and then around once every 4-6 weeks.		☐
		Send schedule of meeting dates to WEAHSN.		☐
		Agree the standard team meeting agenda.		☐
		Set up shared file location on **Life**, intranet or shared drive so that all project members have access to relevant documents.		☐
		Identify who will attend the Human Factors steering group meetings with other providers, send contact details to WEAHSN and ensure dates are in diary.		☐
		Identify any training needs for implementation team in quality improvement or human factors – support available via WEAHSN academy to help with this.		☐
		Consider target audience for training.		☐
		2. Agree your aim		
		Complete project charter.		☐
		Complete training capacity plan.		☐
		Complete project team terms of reference (if required).		☐
		Identify **facilitators** for training. (Resource – *Bring, Build, Buy map*).		☐
		Book facilitators onto train the trainer sessions (4 and 18 February, 24 March) https://weahsn-hf-t3.eventbrite.co.uk (access code provided by WEAHSN)		☐
		Start risks and issues log. Review at each team meeting.		☐
		Start team action log. Update at the end of each team meeting.		☐
		Send out agenda action notes before and after each meeting.		☐
		Submit training capacity plan and trajectory to WEAHSN by end of March 2016.		☐

#	Who	What	By when	Completed?
		3. Agree your measures		
		Start measurement plan. Identify any PDSA tests to be carried out in regards to measurement.		
		Agree who will submit monthly monitoring reports to WEAHSN. These need to be submitted by the last working day of each month.		
		Identify any baseline data to be collected.		
		If you are using the **safety climate questionnaire** agree when you will complete initial survey, hold review meeting for outcome from survey and follow up.		
		How will you collect stories on impact from staff, patients and facilitators?		
		Agree your **communication plan** for the project.		
		4. Agree your actions		
		Start PDSA test log for any tests of change.		
		Discuss in the project team any key **barriers** and **enablers** and identify potential actions to test to overcome them.		
		Keep of log of when you carry out tests of change and when any interventions are implemented.		
		Agree when you will hold the training sessions.		
		Book venues and refreshments for training sessions.		
		Create list of training sessions and who will facilitate each session.		
		Send out dates for booking. Continue to publicise through project.		
		Complete course front sheet for each training session.		
		Upload course materials onto intranet so they can be sent to participants after training session.		
		Update training database after each session.		
		Agree whether you will implement any supportive tools, e.g. SBAR cards, posters, phone stickers or other. Keep a PDSA cycle track of each and add to the implementation log when you have started using any of these.		
		Update action log		
		Continue to submit monthly monitoring reports.		
		Carry out rapid PDSA cycles to test and implement change in real life settings.		
		Send an interim report after first 3 – 6 months to your senior management.		
		5. Evaluate and embed		
		Review and share the learning from PDSA cycles		
		Ensure any data collected on KPIs is recorded and analyse data.		
		Send facilitator names to WEAHSN for evaluation interviews.		
		Send anonymised stories collected through process to WEAHSN for case study.		
		If using **safety climate questionnaire** carry out follow-up survey.		
		Complete evaluation report and share with team and senior management.		
		Agree how you will celebrate and communicate the learning from the project.		

West of England Academic Health Science Network