



Task	Resource	Time	Nov 17-08	Nov 24-08	Nov 31-08	Dec 07-08	Dec 14-08	Dec 21-08	Dec 28-08
<b>Phase One: Establishment</b>									
Engage Clinical Lead		3 weeks							
Scope document signed by executive		1 week							
Project Sponsor identified		1 day							
Project Owner identified		1 day							
Recruit project officer		4 weeks							
Develop manager expectations		1 week							
Develop Communication plan		1 week							
Engage Executive		1 week							
Engage Clinical Operations		1 week							
Establish Governance		2 weeks							
Establish Steering Committee (SC)		1 week							
Meet with each SC member		4 weeks							
Hold first SC meeting		1 day							
Identify sites for trial/rollout		1 day							
MEWS policy(draft, consultation, approval)		10 weeks							
Obs chart (draft, consultation, approval)		10 weeks							
Identify committees at each hospital(med & nrsg)		1 week							
Establish Project team (each cluster)		2 weeks							
Local drivers at cluster level		1 week							
Hold info sessions at each hospital		6 weeks							
Local drivers identified at each hospital		1 week							
Local drivers identified on each unit		5 weeks							
<b>Phase Two: Preparation</b>									
Develop focus group questions		1 week							
Conduct focus groups		6 weeks							
Gather local examples of issues		1 week							
Develop survey questions		1 week							
Complete presurvey		3 weeks							
Develop audit tool and database		2 weeks							
Audit charts prerollout		4 weeks							
Modify COMPASS manual		1 week							
Modify COMPASS cases		1week							
Establish online quiz site		1 week							
Produce materials (COMPASS Online Learning & Manual)		3 weeks							
Produce material(A4, ID tags, promotional)		3 weeks							
Recruit trainers		2 weeks							
Create staff database		2 weeks							
Set dates for Train the trainer sessions		1 week							
Distribute manuals		1 week							
Conduct train the trainer sessions		2 weeks							
Schedule 3hr education sessions		2 weeks							
Check on line quiz results		1 day							
Conduct 3 hr sessions		4 weeks							
Give out certificates		4 weeks							
<b>Stage 3: Rollout</b>									
Prepare ward for start of chart/policy		1 week							
Start charts/policy		1 day							
Audit new charts monthly		3 months							
Staff survey post		2 weeks							
Write report		2 weeks							
Sustainability plans		2 weeks							