

AIAMC Resources for Success:
*Project Management Plan, Roadmap, and
Master Schedule*

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Project Management Plan

- This document was designed to plan and manage your project. Meet with your team before year's end to complete.
- Teams will review and revise their Project Management Plans at on-site meeting two (April 2024) and virtual meeting three (October 2024).
- Prior to our fourth and final meeting (March 2025), teams will submit their final Project Management Plans, and these – along with your final posters -- will become the *Final Proceedings of National Initiative IX*

Project Management Plan

Team: _____

Project Title: _____

I.	Vision Statement (markers of success by March 2025 (Refer to Toolkit #5 after meeting one))	
II.	Team Objectives (‘needs statement,’ project requirements, project assumptions, stakeholders, etc.)	
III.	Team Members & Accountability (list of team members from Toolkit #6 [after meeting one] and who is accountable for what	

Roadmap to 2025: Milestone Touchpoints

- Cohort Facilitators regularly report each team's progress to CIAQ. To quickly view the progress of *all* teams, we have developed a roadmap.
- Team leaders will be asked to complete the roadmap on a quarterly basis over the 18-month Initiative. Green for completed milestone, yellow for in-progress, and red for not yet started.
- We know and completely understand that teams will progress at different rates. If we see a lot of red, we know that additional help – such as a didactic webinar – may be needed. And you can see who is green when your team would benefit from networking.

NI VI Roadmap to 2025

Time-line	Project Team Goal	Project Milestones
Oct '23	Learn	Pre-work/Background
		Read three required readings (NOTE Additional suggested readings on website)
Nov 2023 thru Mar 2024	Learn	Complete Toolkits 1 thru 4
		Measurement
		Identify data, its sources and collection plan, analyze baseline data
		Define improvement goal and measures of success
Nov 2023 thru Mar 2024	Implement	Methods
		List of potential solutions (short-term and long-term fixes); prioritize solutions; action planning
		Evaluate and choose implementation methodology (e.g., Kern's for...)

NI VI Roadmap to 2025

		TEAMS				
Project Team Goal	Project Milestones	Advent Health Orlando	Ascension St. Vincent/ Good Sam	Ascension Providence Rochester	Atrium Health Carolinas MC	Aurora Health Care
Learn	Pre-work/Background	3.0	3.0	3.0	3.0	3.0
	Read three required readings (NOTE Additional suggested readings on website)					
	Complete Toolkits 1 thru 4					
	Measurement					
	Identify data, its sources and collection plan, analyze baseline data					
	Define improvement goal and measures of success					
Design - implement	Methods					
	List of potential solutions (short-term and long term fixes); prioritize solutions; action planning					
	Evaluate and choose implementation methodology (e.g. Kern's for curriculum/program development, PDSA for process improvement project)					
	IRB submission	1	1	1	1	1



NEW to NI IX: Master Schedule

- While the roadmap gives you a sense of “what’s due when”, we heard from NI VIII participants that having a master schedule presented at the very beginning of the Initiative would be helpful.
- So, we created the *Deliverables and Due Dates* document. A copy of this was included in your meeting materials.
- There may be slight tweaks along the way (e.g., scheduling of didactic webinars), but this should give you an accurate long-view from the beginning.

NATIONAL INITIATIVE IX DELIVERABLES AND DUE DATES

Sept - Dec 2023



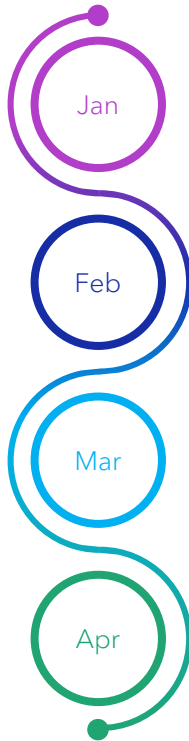
9/8: Toolkits 1 thru 4 to Mindi
9/29: Online Registration for Meeting One Closes

10/13: MEETING ONE at the Omni Chicago Hotel

Monthly Cohort Zoom Meetings Commence; Progress Report to Mindi Prior

Monthly Cohort Zoom Meeting; Progress Report to Mindi Prior
Self-Reported Milestones Due

Jan - Aug 2024



Educational Webinar (T) Instead of Monthly Cohort Zoom Meeting (Choice of 2 Dates)

Monthly Cohort Zoom Meeting; Progress Report to Mindi Prior Register for Meeting Two

Meeting Two Storyboards Due (electronic and ship)
Monthly Cohort Zoom Meeting; Progress Report to Mindi Prior
Self-Reported Milestones Due

4/4 thru 4/6: AIAMC 2024 Annual Meeting
4/5 & 4/6: MEETING TWO at the Loews Ventana Canyon



Monthly Cohort Zoom Meeting; Progress Report to Mindi Prior

Educational Webinar (T) Instead of Monthly Cohort Zoom Meeting (Choice of 2 Dates)
Self-Reported Milestones Due

Monthly Cohort Zoom Meeting; Progress Report to Mindi Prior

Monthly Cohort Zoom Meeting; Progress Report to Mindi Prior Register for Meeting Three

NATIONAL INITIATIVE IX DELIVERABLES AND DUE DATES

Sept - Dec 2024



Monthly Cohort Zoom Meeting; Progress Report to Mindi Prior
Self-Reported Milestones Due

10:11: MEETING THREE (Virtual)

Monthly Cohort Zoom Meeting; Progress Report to Mindi Prior

Monthly Cohort Zoom Meeting; Progress Report to Mindi Prior
Self-Reported Milestones Due

Jan - Apr 2025



Educational Webinar (T) Instead of Monthly Cohort Zoom Meeting (Choice of 2 Dates) Register for Meeting Four

Final Storyboards Due (electronic and ship)
Final Project Management Plans Due
Selection of Cohort Presentations

3/20 thru 3/22 AIAMC 2025 Annual Meeting
3/21 & 3/22 MEETING FOUR at Loews New Orleans Hotel
Final Self-Reported Milestones Due

Team Leaders Complete National Initiative IX Longitudinal Survey



**KEEP
CALM
AND
DON'T BOIL
THE OCEAN**