

## Project Milestones & Activities Tracker

<b>Project ID:</b>	
<b>Project Title:</b>	Halton Integrated Palliative and End of Life Care Programme
<b>Lead Officer</b>	
<b>SRO:</b>	Leigh Thompson
<b>Clinical Lead:</b>	Rhiann Thomas
<b>Date Created</b>	01-Jun-20

Description of Key Milestone/Activity Key Milestone: A clearly defined endpoint for a group of related activities, e.g. 'Audit completed'. Activity: An individual sub-task which contributes towards achieving a milestone, e.g. 'Collect data'.	Activity Owner(s) Named lead(s) responsible for ensuring each action is implemented	Start date	End date	% Complete (RAG status)	Comments Notes on achievement or slippage
<b>STAGE 1: Project Scoping and Planning</b>		<b>Jul 20</b>	<b>Nov 20</b>	<b>RAG</b>	
Activity 1 Recruitment to Project Manager post	Kerry Gerrard/Rhiann Thomas	01/06/2020	05/10/2020		Recruitment completed commenced in post 05/10/2020
Activity 2 Update Logic Model and develop workbook	Diane Evans	01/09/2020	30/11/2020		Presented at initial steering group 16/12/2020
Activity 3 Stakeholder Mapping	Megan Bretherton/Diane Evans	01/11/2020	30/11/2021		
Activity 4 Scope existing practice and best practice models	Megan Bretherton/Diane Evans	01/11/2021	30/11/2020		
Activity 5 Attend relevant local/regional/national study/events share learning	EOL Team & stakeholders	05/10/2020	Ongoing		
<b>STAGE 2: Project Set Up and Mobilisation</b>		<b>Oct 20</b>	<b>Jan 21</b>		
Activity 1 Develop EOL Storyboard using Right Care data & socialise/reframe	Megan Bretherton/Rhiann Thomas	05/10/2020	16/12/2020		
Activity 2 Establish project steering group and agree ToR and membership	Megan Bretherton / Diane Evans	10/11/2020	20/01/2021		TOR to be signed off at steering group 20/01/21
Activity 3 Develop and agree Risk Management Strategy/Risk and Opportunities Log	Megan Bretherton / Diane Evans	10/11/2020	20/01/2021		
Activity 4 Develop Engagement Plan and identify resource requirements	Megan Bretherton/Katie Horan	13/01/2020	20/01/2021		Agenda item steering group 20/01/2021
Activity 5 Undertake Third Sector introductory visits and communication	Megan Bretherton/Katie Horan	29/10/2021	25/01/2021		Stakeholder engagement action plan developed
Activity 6 Commence monthly reporting	Megan Bretherton	21/01/2021	31/01/2021		
<b>STAGE 3: Engagement and Comms</b>		<b>Jan 21</b>	<b>Nov 21</b>		
Activity 1 Virtual launch event, introduction to Experience Based Design (EBD)	Megan Bretherton / Diane Evans / Katie Horan	20/01/2021	01/03/2021		Engagement Plan agenda item 20/01/2021
Activity 2 Commence engagement: Professionals, Third Sector, patient/carer/interviews	Megan Bretherton / Diane Evans / Katie Horan	25/01/2021	31/03/2021		First meeting 01/02/2021, engagement progressing to plan
Activity 3 Virtual event: feedback themes and priority areas/workstreams	Megan Bretherton / Diane Evans / Katie Horan	01/04/2021	30/04/2021		
Activity 4 Produce Engagement report	Katie Horan / Megan Bretherton	01/05/2021	31/05/2021		Engagement report to be shared at steering group on 19/05/21
Activity 5 Agree & hold key stakeholder workstreams to discuss and agree actions	Megan Bretherton / Diane Evans	01/05/2021	31/07/2021		On track
Activity 6 2nd stage engagement: ensure proposed model meets the needs of community	Katie Horan / Megan Bretherton	01/09/2021	30/09/2021		
Activity 7 Review Quality Impact Assessment Stage 2	Katie Horan / Megan Bretherton	01/10/2021	30/10/2021		
Activity 8 Develop suite of comms on social media	Comm Lead / Rhiann Thomas	01/02/2021	30/11/2021		
Activity 9 Develop CCG webpage	Comms Lead / Megan Bretherton	01/11/2021	30/11/2021		
<b>EPaCCs</b>		<b>Oct 20</b>	<b>Dec 21</b>		
Activity 1 Scope project and understand baselines and best practice	Jacqui Tudor / Megan Bretherton	05/10/2020	28/02/2021		
Activity 2 Establish and hold EPaCCs steering group	Jacqui Tudor / Megan Bretherton	14/01/2020	03/02/2021		
Activity 3 Agreement on a Halton standardised template	Jacqui Tudor / Megan Bretherton	27/01/2020	30/03/2021		Meeting scheduled for 10/03/2021
Activity 4 Undertake EPaCCs audits within Primary Care	Jacqui Tudor	28/01/2020	01/12/2021		Ongoing
Activity 5 Regularly distribute communications and host sessions throughout lifetime of project to update and involve relevant members/stakeholders	Jacqui Tudor / Megan Bretherton	13/01/2020	01/12/2020		Ongoing

Activity 6 Support Primary Care with EPaCCs implementation to increase sustainability of project	Jacqui Tudor / Megan Bretherton	28/01/2020	01/12/2020		
<b>STAGE 4: Develop outcome based service specification</b>		<b>Nov 20</b>	<b>Oct 21</b>		
Activity 1 Scope current commissioning arrangements	Megan Bretherton / Diane Evans	01/11/2020	31/03/2021		
Activity 2 EBD Co-design initial model completed in consultation with partners	Megan Bretherton	01/09/2021	30/10/2021		
Activity 3 Test draft model, adapt final model based on learning	Megan Bretherton / Diane Evans	01/09/2021	30/10/2021		
Activity 4 Understand any possible procurement implications	Kerry Gerrard/Megan Bretherton	01/09/2021	30/10/2021		
Activity 5 Scope commissioning framework options	Kerry Gerrard/Megan Bretherton	01/09/2021	30/10/2021		
Activity 6 Option agreed and approval through the necessary strategic forums	Kerry Gerrard	01/09/2021	30/10/2021		
Activity 7 Develop outcome based commissioning contract	Kerry Gerrard/Megan Bretherton	01/09/2021	30/10/2021		
Activity 8 Systems in place to evidence change, contract monitoring in place	Kerry Gerrard/Megan Bretherton	01/09/2021	30/10/2021		
<b>STAGE 5: Sustainability</b>		<b>Nov 21</b>	<b>Nov 21</b>		
Activity 1 Final Evaluation report of project	Megan Bretherton	01/11/2021	30/11/2021		
Activity 2 Project close and handover to CCG for managing EOL commissioning contract	Megan Bretherton	01/11/2021	30/11/2021		

Actions overdue  
Actions complete

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