

Managing A Project

This checklist has been developed to ensure that projects from the commencement consider all relevant factors, as well as long term planning to support project sustainability

	Yes	No	N/A	Additional Information
Has your project team been identified?				Factors to consider: <ul style="list-style-type: none"> Is grading or recruitment required? Refer to SWSLHD grading policies Refer to MoH Recruitment and Selection of Staff to the NSW Health Service Is an EOI required? Refer to Human Resources Department
Have you written a Project Management Plan (PMP)?				A PMP template is located on the Intranet, District Wide Services – Clinical Innovation and Business Unit
Have clear goals and responsibilities of the project team been identified and documented?				Refer to the PMP template located on the Intranet, District Wide Services – Clinical Innovation and Business Unit
Are the project goals agreed with by the key stakeholders of the project?				Sponsor to sign off on the project documentation
Has the key dates of project phases been agreed with by the Project Sponsor?				Sponsor to sign off on the project documentation
Have you agreed upon the meeting frequency with the Sponsor and scheduled the meetings?				For the duration of the project
Is the Steering Committee identified and meetings scheduled				For the duration of the project
Is your project requiring external organisational partnerships/collaboration?				Factors to consider; <ul style="list-style-type: none"> Memorandum of Understanding (MoU) Service Agreement Refer to Director Corporate Services
Have the project reporting/monitoring intervals been agreed and planned for?				Reporting templates are located on the Intranet District Wide Services – Clinical Innovation and Business Unit
Have you completed the risk and issues management assessment?				Identify and rate inherent risks to project delivery. Template located on the Intranet, District Wide Services – Clinical Innovation and Business Unit within the Project Management Plan
Has a PDSA (Plan, Do, Study, Act) cycle been established to help sustain change?				Factors to consider: <ul style="list-style-type: none"> What would we expect to see as a result of this change? How will we know whether the change has worked or not?

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Is there a plan to engage the consumers?				Consumers to be either: <ul style="list-style-type: none"> ▪ Informed of the changes ▪ Consulted on how they found the service&/or changes –Feedback actively sought ▪ Participated in determining the direction of the improvement/solution ▪ Consumers decided what changes were required
Do you need to use the Business Tool Kit templates to ask for additional resources? (Ensure you think about doing what you can / need to do within existing resources)				If additional resources are required templates are located on the Intranet District Wide Services – Clinical Innovation and Business Unit for – <ul style="list-style-type: none"> ▪ Procurement ▪ Service enhancement ▪ Business case ▪ Approval to tender ▪ Waiver of tendering ▪ Procurement request form ▪ Grant Portal
Has a budget been agreed upon with the Project Sponsor?				Discuss and document the budget costs in the PMP
Have you developed a Project Implementation plan (Work Breakdown Structure)?				A project implementation template is located on the Intranet District Wide Services – Clinical Innovation and Business Unit.
If you are working with another person / others on the project, has a project shared drive been established for documentation management?				Refer to Records Management – Managing corporate records on shared drives Policy No: SWSLHD_GL2014_022. For apply: Intranet – Forms – IM&TD – User Access Form to Non-eMR Systems
Have you a system to track the completion of tasks and activities for your project requirements?				A delegation log can provide project tasks and accountability. Located on the Intranet District Wide Services – Clinical Innovation and Business Unit.
Have you logged the project onto the Service Improvement Project Register?				TBD re: process for logging
Has the approach for data collection been developed that will support ongoing monitoring and achievement of outcomes?				<ul style="list-style-type: none"> ▪ What are the measures ▪ What data do we need to collect to check the outcome of the change? ▪ Who will collect the data ▪ How will it be reported on ▪ Duration of the data collection ▪ How will the data be communicated to stakeholders ▪ Is there a plan if the project is not achieving the outcomes

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Have you followed the policies of data management and confidentiality/privacy?				Refer to: <ul style="list-style-type: none"> ▪ Research and Ethics home page ▪ MoH and SWSLHD policies ▪ NSW Government Privacy Manual for Health Information ▪ Information and Privacy Commission - NSW
Have you considered if Research and Ethics approval is required for this project?				Refer to: <ul style="list-style-type: none"> ▪ Website SWSLHD District Wide Services Research and Ethics home page for decision aid ▪ Contact Research and Ethics staff
Is there a communication plan involving the effected staff?				Required from commencement of project as this prepares staff for reform or redesign readiness
Have the Change Champions/Agents been engaged?				Identify staff early in the project with: <ul style="list-style-type: none"> ▪ Technical skill and credibility ▪ Performance relationships ▪ Implementation skills ▪ Awareness of culture and subculture differences ▪ Success and credibility with key sponsors ▪ A belief in the change
Has the final/ongoing project evaluation been factored into the Work Breakdown Structure?				Templates located on the Intranet District Wide Services – Clinical Innovation and Business Unit
Have you implemented the solutions and is the data showing the project outcomes?				Factors to consider: <ul style="list-style-type: none"> ▪ Are all staff following the implemented changes ▪ Is there something else that is needed to occur to improve the outcomes ▪ What are the next steps to manage the lack of project outcomes
Have you planned periodic reviews for project effectiveness?				<ul style="list-style-type: none"> ▪ TBD: templates via Riskman Q (Service Improvement Project Register) ▪ Schedule review dates into the WBS ▪ Evaluate project results against KPI's for project success
Has an accountable Manager been identified for the post implementation phase?				This ensures a person is accountable for the key performance indicators
Have you planned for the project handover?				Factors to consider: <ul style="list-style-type: none"> ▪ Identify & manage key stakeholders including the group to receive the handover ▪ Establish a clear handover date of

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				the project <ul style="list-style-type: none"> ▪ A communication plan that starts early in the life of the project and includes the target group ▪ Change management issues ▪ Develop appropriate training ▪ Risk management ▪ Clear roles for the recipients taking over the new work

Project Manager/Officer Name: _____

Signature: _____

Date: _____