



Project steps							
Ref	Description	Lead	Supporting	Start	End	Status	Comments
1	Project Team Meeting	MA	KB	15.11.17	15.11.16	Completed	
2	Scoping Visit to 10 Residential homes in EN Herts	MA/KB	RG/PF/PN	15.11.17	22.12.16	Completed	
3	Project Team Meeting	MA	KB	11.01.17	11.01.17	Completed	
4	Assessment of IG requirements for residential homes	KB	RG	11.01.17	01.02.17	Completed	
5	Pick pilot home	MA		01.01.17	30.01.17	Completed	
6	Finish Draft Project Plan	MA/PF/KB		01.02.17	01.02.17	Completed	
6	Finalise Project Plan	MA/PF/KB		30.01.17	10.02.17	In progress	
7	Draft Project Costs	KB		01.02.17	13.02.17	In progress	
8	Approval of project costs	SG		21.02.17	21.02.17	Not Started	
9	Development of IG training Materials	KB		30.01.17	31.03.17	In progress	
10	Development of IG Train the Trainer toolkit	KB		30.01.17	31.03.17	In progress	
11	Meet with Pilot home to test delivery of IG training and IG toolkit queries	MA		01.02.17	28.02.17	Not Started	
12	Meet with Pilot home to support completion of toolkit	KB		28.02.17	31.03.17	Not Started	
13	Pilot home to Submit IG Toolkit to NHS Digital	MA		31.03.17	31.03.17	Not Started	
14	1st end user training of IG at Pilot Home	KB		01.03.17	30.04.17	Not Started	
15	2nd end user training of IG at Pilot Home	KB		01.03.17	30.04.17	Not Started	
16	3rd end user training of IG at Pilot Home	KB		01.03.17	30.04.17	Not Started	
17	4th end user training of IG at Pilot Home	KB		01.03.17	30.04.17	Not Started	
18	Pilot home to apply for NHS email	MA		01.04.17	30.04.17	Not Started	
19	HBL ICT set up NHS email for home	KB		01.04.17	30.04.17	Not Started	
20	HBL ICT carry out NHS email training in home	KB		01.04.17	30.04.17	Not Started	
21	Marketing to providers to sign up to project (throughout year for each group)	MA		01.04.17	31.03.18	Not Started	
22	Debrief of Pilot and changes to processes	MA/KB		01.05.17	10.05.17	Not Started	
23	First group of 10 providers to IG Training for Syro and Lead (HBL)	MA/KB		10.05.17	31.05.17	Not Started	
24	First group of 10 providers- IG lead to have TTT training (HBL)	MA/KB		10.05.17	31.05.17	Not Started	
25	First group of 10 providers- IG lead to have Training skills to be able to deliver TTT (HCPA)	MA/KB		10.05.17	31.05.17	Not Started	
26	First Group of 10 IG leads to do a morning session of basic IG training to staff which is observed by HBLICT staff and then in the PM HBL deliver NHS email training (HBL)	MA/KB		01.06.17	10.06.17	Not Started	
27	Develop Implementation plan for roll out to remaining 85 Care Homes	MA/KB		01.04.17	30.05.17	Not Started	
28	Sign off implementation plan	SG		01.06.17	30.06.17	Not Started	
29	Start roll out to remaining Care Homes	MA/KB		01.06.17	30.06.17	Not Started	

### Initial Risks/Issues

Description and impact

Mitigation

Risk/Issue	CCG and NHS Digital any dictate it has to be done a particular way	HBL ICT is due to speak to the David Hodgson the CCG IG Lead
Risk/Issue	All care home staff would need to be updated yearly by an up to date IG lead	Refresher training would need to be funded to keep IG leads up to date and train new leads when staff leave.
Risk/Issue	Clinical partners may be apprehensive to start sending patient data over email as they are used to not sending as quick and usually paper based	Meetings with the Trust, GPs and DN's required in advance to explain the project and the benefits to them and the care homes. Communication will be run by CCG
Risk/Issue	IG toolkits must be completed by 31st march of each year. We have one pilot home that will need to complete this within the next two months	Work with the home 1:1 to help them complete - Support from HBL and HCPA
Risk/Issue	Care Homes are private companies and may choose to not be part of the project	All scoped homes so far are very keen, for further homes we need to clearly explain the benefits and make the process as clear as possible. We can also enlist the help of the CCG and HCC monitoring team to encourage homes of the importance of introducing secure technology to the home
Risk/Issue		