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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| RECOVERY PLAN - LHD - date | | | | | | | | | | |
| Recovery Plan Project Management and Governance | Project Sponsor | *Enter the name and job title of the project sponsor who is the single point of accountability for the program outcomes and provides strategic oversight and guidance to the program team* | | | | | | | | |
| Project Lead | *Enter the name and job title of the of the identified Project Lead for day-to-day project management* | | | | | | | | |
| Clinical Leads | *Enter the name and job title of the identified Clinical Lead(s). (These are champions to leverage their organisational position and networks to facilitate project success))* | | | | | | | | |
| Project Team Membership | *Include names and job titles of team* | | | | | | | | |
| Steering Group Membership | *Include meeting attendees and chair. The role of the Steering Group is oversight, including ensuring delivery of the project outputs and achievement of project objectives* | | | | | | | | |
| Link to Terms of Reference | *Provide a link or attach terms of reference.* | | | | | | | | |
| 2015/16 Meeting Dates | *Enter dates for the coming year* | | | | | | | | |
| Communications Strategy Arrangements | *Include details of the communications strategy and signpost/link to document* | | | | | | | | |
| Risk Register Arrangements | *Include details of the risk register and signpost/link to document* | | | | | | | | |
| Evaluation Plan Arrangements | *Include details of the evaluation plan and signpost/link to document* | | | | | | | | |
| Activity Topic | **Activity / Solution** | **Description** | **Area of diagnostic undertaken** | **Issue identified that requires action** | **Link to appropriate patient flow element** | **Milestone Owner** | **Key Milestones** | **Completion Date** | **Perf. Measures** | **Risks and Mitigation** |
| Further Diagnostic or Investigative Activities  Required    *(Include those diagnostic activities that have not yet been undertaken and/or those secondary diagnostic investigations that now need to be completed as a result of preliminary work)* | Diagnostic 1  *e.g. Undertake X Review, Audit of X Cohort of Patients, Collect X data/information* | *This review is to better understand X*  *This audit is to identify X* | *E.g. WOTTL Analysis* | *E.g. WOTTL Analysis identified a delay in first medical assessment and decision being taken to admit. A review of X is required* | *E.g. Demand and Capacity* | *E.g. ED Director* |  |  |  |  |
| Diagnostic 2 |  |  |  |  |  |  |  |  |  |
| Diagnostic 3 |  |  |  |  |  |  |  |  |  |
| Existing Strategies  *(Identify the strategies that impact on patient flow that have already been road mapped to avoid duplication*) | Existing Strategy 1 | *This strategy is concerned with X and its aim is…* | *e.g. Who Owns the Timeline Analysis* | *WOTTL analysis identified a delay in assessment by a medial registrar. This was due to a lack of coordination of requests for specialist reviews* | *Interdisciplinary communication and collaboration* | *e.g. ED Director* | *Milestones 1-5*  *Milestone 1*  *Milestone 2*  *Milestone 3*  *Milestone 4* | *Milestones Completion Dates 1-5*  *October –*  *November –*  *December –* | *Increase in X*  *Reduction in Y*  *(See Developing Performance Measures)* | *There is a risk that X will occur…. This is dependent on X and Y. We have mitigated X risk by implementing X, Y and Z* |
| Existing Strategy 2 | *This strategy is concerned with X and its aim is…* |  |  |  |  |  |  |  |  |
| Existing Strategy 3 | *This strategy is concerned with X and its aim is…* |  |  |  |  |  |  |  |  |
| Solutions strategies identified through diagnostics and solution design  *(These are the new strategies being initiated and added to the plan)* | Strategy 1 | *This strategy is concerned with X and its aim is…* |  |  |  |  |  |  |  |  |
| Strategy 2 | *This strategy is concerned with X and its aim is…* |  |  |  |  |  |  |  |  |
| Strategy 3 | *This strategy is concerned with X and its aim is…* |  |  |  |  |  |  |  |  |