

WEEKLY STATUS REPORT

ORGANIZATION NAME:		UPDATED BY:						
DATE (WEEK):								
Project Dashboard								
Metrics & Colour Legend Definition								
Schedule		Budget		Scope		Resources		
G	All critical path work on track	G	Financial forecast within budget	G	No material scope changes being considered	G	Resources in place	
Y	Project milestone or Go-live moved forward by <2 weeks	Y	Financial forecast over/under budget. Corrective action being	Y	Scope changes impacting timelines Mitigation Plan	Y	Slight change in resources Plan in place	
R	Major delay. Go-live moved forward by >2 weeks. Will impact timelines for data collection / evaluation	R	Financial forecast over/ under budget No resolution identified	R	Scope changes not resolved with schedule or project cancellation	R	Project at RISK for completing	
Legend: * indicates a change in deliverables / milestones								
Major Milestones / Deliverables				Month:				% Complete
				Week1	Week2	Week3	Week4	
INITIATION & ANALYSIS:								
▪ Current state workflow & gap analysis								
▪ Future state workflow analysis								
▪ Validate & approve future state workflows (Practice & Policy)								
▪ Stakeholder analysis								
▪ Literature Review: Patient eServices (e-views)								
PLANNING:								
▪ Design, validate & approve future state workflows for all stakeholders								
▪ Design data extraction plan								
▪ Design patient eServices workflows and educational resources								
▪ Design & implement change management plan								
▪ Design & implement stakeholder engagement plan								
▪ Design & implement communication plan								
▪ Design education plan								

▪ Develop plan for test system build & migration to live system					
IMPLEMENTATION:					
▪ Build ICNP®-encoded BPG Order Sets™ in Test System					
▪ Write queries to extract data for NQuIRE® indicators in test system					
▪ Validate future state design & build in test system with stakeholders					
▪ Complete system testing including NQuIRE® data extraction					
▪ Develop test scripts for user acceptance testing					
▪ Log, review & incorporate changes from					
▪ Obtain sign-off for system design, build and UAT testing					
▪ Establish & schedule Go-Live date					
▪ Migrate change to live environment					
▪ Complete staff education/training					
▪ GO-LIVE with advanced clinical eFunctions & patient eServices					
▪ Implement post-implementation support plan					
EVALUATION & DISSEMINATION:	Week1	Week2	Week3	Week4	% Complete
▪ Data extraction					
▪ NQuIRE reporting					
▪ PT eServices					
▪ Webinar/ workshops					
▪ Events and conferences					
▪ Abstract submissions					
▪ Implementation guide					
▪ Project toolkit development					
▪ NPL survey					
▪ Staff survey					
▪ Program evaluation peer survey					
▪ NPL Quarterly reporting					
▪ Project Closure					

Activities for Past Week		Completion Date	Status	Total amount of hours	Participants who are involved	Comments
1.						
2.						
3.						
4.						
5.						

Activities for Next Week – Clinical		Due Date	Participants who are involved	Comments
1.				
2.				
3.				
4.				
5.				

Activities for Next Week – IT		Due Date	Participants involved	Comments
1.				
2.				

3.				
4.				
5.				

Outstanding Issues		Date Logged	Status	Responsibility	Comments
1.					
2.					
3.					