# Shared Care Workplan Template

Shared Care Information

Initiative Liaison Name: Select One Project ID: Click or tap here to enter text.

Summary Comments:

Click or tap here to enter text.

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| --- | --- | --- | --- |
| **Activities/Milestone** | **Key Stakeholders** | **Outcomes/Alignment with Goals** | **Target Date/Date Range** |
| **Project Planning:**   1. Appoint Steering Committee 2. Book Steering Committee Meetings 3. Book Project Meetings/Workshops 4. Develop detailed Project Plan |  |  |  |
| **Evaluation – Current State/Needs Assessment:**   1. Conduct Patient Surveys 2. Conduct Provider Surveys 3. Evaluate Results 4. Update Project Goals |  |  |  |
| **Project Execution:**   1. Conduct Project Meetings/Workshops 2. Identify Opportunities & Best practices 3. Develop Future State Vision 4. Design/Strategy Development 5. Implementation |  |  |  |
| **Evaluation – Future State:**   1. Data Collection (document review, surveys, interviews, etc.) 2. Data analysis 3. Make recommendations 4. Create Final Evaluation Report |  |  |  |
| **Project Close:**   1. Follow Shared Care Project Close Guidelines 2. Create Project Close Report |  |  |  |