

MOBILE CARE PARTNERSHIP ROADMAP

A guide to developing and implementing a mobile care program with multiple partners.

STEP 2: CONDUCT PROJECT PLANNING

Project Plan

A working group shall be formed to develop a Project Plan consisting the following components.

Project Charter: Identifies of main elements of project for approval including overview, goals, scope, schedule, budget estimate, anticipated risks, and key stakeholders.¹

Risk Management Plan: Identifies the potential risks to the project, their likelihood, and how you plan to mitigate them if they become realized.²

Schedule: Identifies the planned schedule as well as any changes throughout the project lifecycle.

Budget: Identifies the planned budget as well as any over and under runs.

Communication Plan: Identifies how often, what type of communication method, and what information your stakeholders need to know.

Project Collaboration Agreement

Once the the mobile health partnership is conceptualized, co-designed, and planned for, a collaboration agreement shall be developed. The agreement shall outline project objectives, terms and termination, dispute resolution, partner membership and contributions, liability and indemnification, insurance, and project governance. The collaboration agreement is a critical component of success, as it establishes accountability amongst partners. An annual review of the collaboration agreement is recommended to be conducted with partners, with a process in place for amendments.³

Logic Model

A logic model is a visual representation of a program's resources, activities, outputs, and outcomes. Creating a logic model for the partnership builds a shared understanding of intended outcomes, accountability, and accountability amongst stakeholders.⁴



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REFERENCE LIST

- ¹ Brown, A. S. (2005). The charter: selling your project. Paper presented at PMI® Global Congress 2005—North America, Toronto, Ontario, Canada. Newtown Square, PA: Project Management Institute.
- ² Burek, P. (2007). Collaborative tools and techniques to build the project risk plan. Paper presented at PMI® Global Congress 2007—North America, Atlanta, GA. Newtown Square, PA: Project Management Institute.
- ³ Corbett, A. & Pessione, H. (2019, September 10). *Organizing an Ontario Health Team: Considerations when reating a governance framework*. BLG.
- ⁴ McKellar, K. (2020). *Ontario Health Team Logic Model Development Exercise*. Health System Performance Network.