



Project Management Pro Forma

<p>Project title: Annual Health Check Kent LINK's commentary</p>
<p>Project leader: Graham Hills, Project Leader; Evan Stirzaker, Project Commissioner on behalf of the Kent LINK</p>
<p>Justification: Approximately 20% of healthcare organisations receive an inspection following their annual self declaration against 24 core nationally set standards of quality. LINKs have an opportunity to provide an independent commentary of how the community perceives health care organisations have performed against those national standards. This commentary can point the Healthcare Commission to areas of concern that may warrant an earlier hands-on inspection than would otherwise have been the case.</p>
<p>Project objective(s): To collect evidence from Kent LINK participants and to identify and work with 12 or more community and voluntary sector organisations across Kent that could be used as a proxy for a wide range of users of health care services in the County. These would include groups comprising users of services in the following areas:</p> <ul style="list-style-type: none">• Maternity and child care• Chronic health and disability• Services for young people• Critical and emergency care• Mental illness• Learning disability• Sensory loss• Older people• End of life care <p>(Need to ensure access to a range of NHS services across Kent – so having more than one voluntary group concerned with older people's services or learning disability may require networking with more than one such group)</p>

Estimate of cost and resources

Travel costs of LINK Development Workers	£900
Stationery and printing	£500
Postage	£500
Data analysis	£300
Costs incurred by voluntary sector	£ Nil (contingency £3000)
Employment of temporary staff to cover sickness	£ Nil (contingency £500)

Who will be involved? Three Kent LINK Development Workers; Graham Hills KMN Director, Evan Stirzaker, Kent Link Governor responsible for project management. LINK participants and a range of community and voluntary sector groups that have an interest in health care services. Regional Officers of the Healthcare Commission.

Assessed and approved by the LINK priorities group: In absence of Priorities Group, Governors received work plan which included this project as had LINK participants at the LINK Launch on 3 December 2008. Approach had been made by Healthcare Commission.

Timetable

Start Date 01/02/09.....

Programme Questionnaire design complete by 06/02/09.....
 LDWs recruit groups by 20/02/09.....
 Groups forms completed/collected by 13/03/09
 Analyse survey forms 20/03/09.....
 Meeting to discuss findings 27/03/09.
 Draft final report 31/03/09.....
 Report and findings submitted to Trusts 14/04/09.

Finish Date 15/04/09.....

Outcomes – Contribution towards improving patient care and driving up standards of health service for all people in Kent.

(Signed)..... **Date**.....



Kent LINK - Risk Template

Impact the seriousness of the effect of an event or occurrence on achievement of the project objectives		Probability the likelihood of its happening		Risk Value = Impact x Probability		
				Risk Value	Effect	Actions
Negligible	1	Highly Unlikely	1	1-4	Low	be aware of need for action if risk escalates
Moderate	2	Possible	2	6-9	Moderate	show one action for risk reduction
High	3	Probable	3	12-16	Significant	show two actions for risk reduction
Significant	4	Highly likely	4			

	Description	I (1-4)	P (1-4)	Risk Value	Actions for Reducing Risk	Target Date	Responsible Person
1	Inability to recruit groups to take part	3	2	6	Call on overarching voluntary sector organisations to assist	Unknown	LDWs

2	Staff illness	3	2	6	Recruit temporary staff –have provided contingency	Unknown	GH
3	Unforeseen cost implication from involving groups, eg cost reimbursing volunteers / cost incurred, eg postage, meeting venues	2	3	6	Provide contingency in funding	Unknown	GH