Toronto Central LHIN

425 Bloor Street East, Suite 201
Toronto, ON M4W 3R4
Tel: 416 921-7453 • Fax: 416 921-0117
Toll Free: 1 866 383-5446
www.torontocentrallhin.on.ca

An Overview of Project Coordination and Documentation at the Toronto Central LHIN

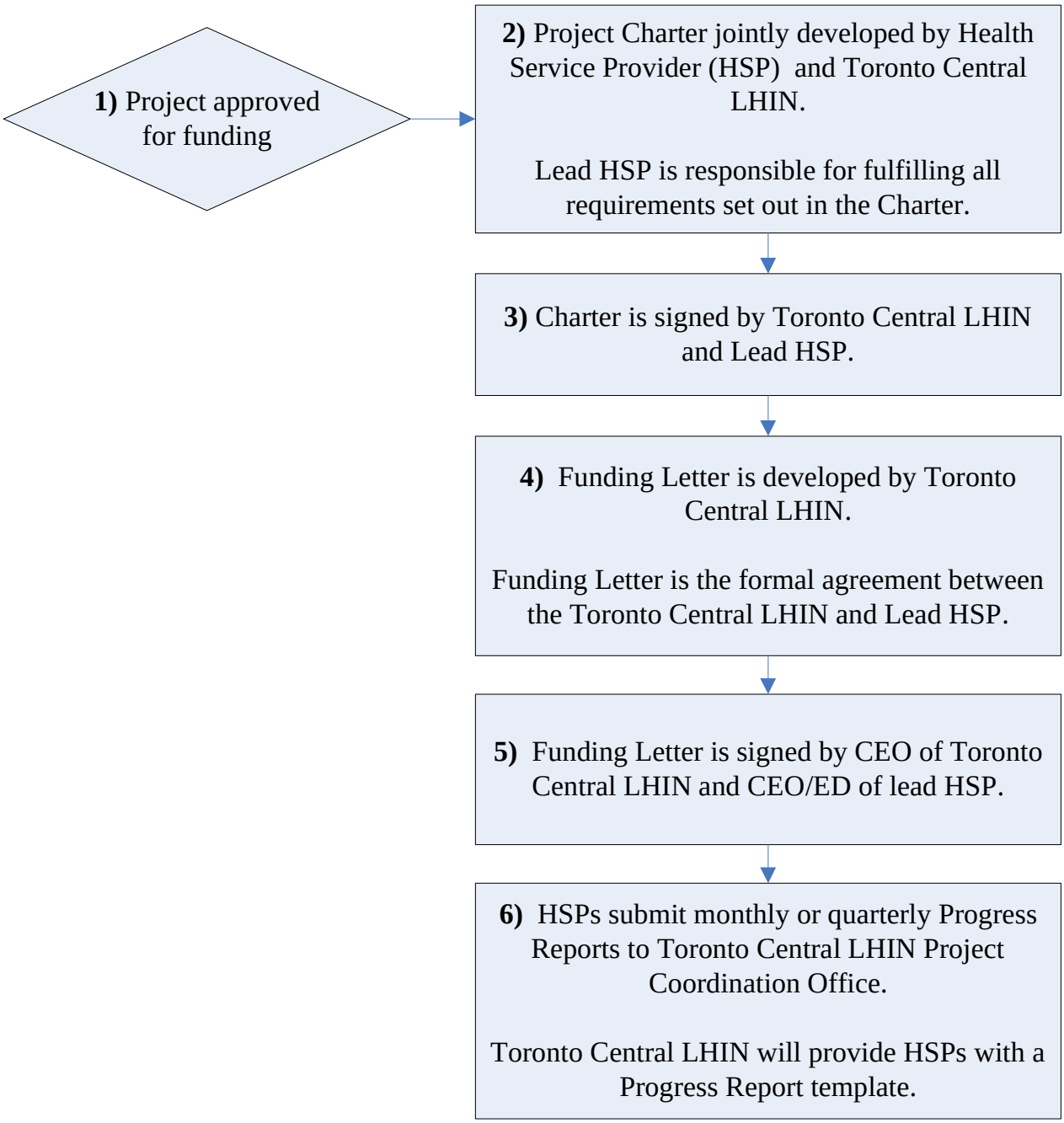
'Project Manual'

Ontario
Local Health Integration Network

Steps Taken Following Project Approval

The following provides a brief outline of the steps taken following the Toronto Central LHIN's approval of a proposal requiring funding. Note that this process may vary depending on the type of proposal being funded.

The Project Charter template and Progress Report Template are included below.



Toronto Central
LOCAL HEALTH INTEGRATION NETWORK
RÉSEAU LOCAL D'INTÉGRATION DES SERVICES DE SANTÉ
de Toronto-Centre

Project Charter Template

Project Name:		
Lead Organization:	Project Completion Date:	
Project Manager/Main Contact:	Charter Version No.:	Charter Version Date:

Plain Language Description of Project
Provide necessary background to understand why the project was started. What will the project accomplish and how? Who will benefit from this project?

Project Partners	
Partners *Identify all project partners. List names, groups or organizations.*	**Roles & Responsibilities** *List roles of each project partner and what commitments have been made to participate.*

Alignment, Consultations and Dependencies	
Projects/Councils/Networks/Associations/etc. *Identify which groups this project should be aligned with, consulted with, or is dependant upon.*	**Relationship to this project** *Indicate how this group will interact with project.*

Project Scope	
"IN" Scope *Describe specific items that WILL be included as part of the work performed by this project.*	**"OUT" of Scope** *Describe specific items that WILL NOT be included as part of the work performed by this project.*

Performance Indicators *(to be monitored in Progress Reports as appropriate)*				
Performance Indicator *How will the project impact the health care system? (e.g. Decrease in ALC days)*	**Measure** *How will performance indicator be measured? (e.g. Total ALC days / Total inpatient days)*	**Baseline** *What is the performance indicator pre-project? (e.g. 10 days)*	**Target** *What is the performance indicator project is aiming for post-project? (e.g. 5 days)*	**Date to begin monitoring** *(e.g. 30 days post implementation)*

Project Deliverables *(to be monitored in Progress Reports)*	
Deliverables *List specific deliverables that are tangible and signify completion of project or major components of project. (e.g. Common client intake process agreed to by all project partners; Service delivery change implemented)*	**Costs associated with Deliverables** *Costs should add up to total funding amount. Detailed cost breakdown not required.*

Project Milestones *(to be monitored in Progress Reports)*	
High-Level Milestones *List key milestones, including milestones for project deliverables. State milestones in past tense to signify achievement and completion. (e.g. Current state assessment complete.) Include target dates for project kick-off and project end.*	**Target Completion Dates**

Project Risks *(to be monitored in Progress Reports)*			
Risk *List high-level risk events that pose threats or opportunities to the project.*	**Impact** *Indicate **L**ow/ **M**oderate/**H**igh*	**Probability** *Indicate **L**ow/ **M**oderate/**H**igh*	**Mitigation Strategies** *Explain what will be done to manage these risks.*

Project Reporting Requirements
Outline the details of project reporting requirements – Progress Reports, Final Report – to be submitted to TC LHIN to monitor project progress.

Sign-Off		
Name, Title & Organization	**Signature**	**Date**
Toronto Central LHIN		
Lead HSP		

Toronto Central
LOCAL HEALTH INTEGRATION NETWORK
RÉSEAU LOCAL D'INTÉGRATION DES SERVICES DE SANTÉ
de Toronto-Centre

Toronto Central LHIN Project Progress Report

Project Name:	[Enter Here]
Lead Health Service Provider:	[Enter Here]
Date of submission:	[Enter Here] [use dd/MM/yyyy format]
Reporting period:	[Enter Here] [use dd/MM/yyyy format]

1) Performance Indicators

Performance indicator	Measure	Baseline	Target	Result at time of report	Risks impacting performance indicators and associated mitigation strategies *{Indicate reasons why target has not/will not be met and propose mitigation strategies)*

2) Project Deliverables

Deliverables	Target costs associated with Deliverable	Status of Deliverable at time of report *{Indicate Not started / In progress / Complete}*	Risks impacting deliverables and associated mitigation strategies *{Indicate reasons why deliverable has not/will not be achieved as planned and propose mitigation strategies.}*

3) Milestones

Milestones	**Target completion date at project initiation**	**Revised target completion date** *{Include if different from initial target completion date}*	**Actual completion date**	**Risks impacting milestones and associated mitigation strategies** *{Indicate reasons why target has not/will not be met, and propose mitigation strategies}*

4) Financial Summary

Budget item	**Planned cost at project initiation**	**Actual expenditures**	**Anticipated expenditures - to be spent by March 31, 2009**	**Variance** *{Formula: ((Actual expenditures + Anticipated expenditures) – Planned Cost)}*	**Risks affecting budget and associated mitigation strategies** *{Indicate reasons for cost variances and propose mitigation strategies}*

5) Additional comments *{Additional comments are not mandatory}*

[Enter Here]