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Introduction

This project plan is intended to be used as an example in organizations wishing to develop an implementation strategy of their own. The project plan demonstrates how and when implementation of the RNAO BPG will occur, by showing the major milestones of the project, and the activities and resources required to meet these goals.

Best Practice Guideline Implementation: Project Plan

	April	May	June	July	August	September	October	November	December	January	February	March
DEVELOP BUDGET AND PROJECT PLAN												
Determine Project Management Team (PMT) membership	→											
Recruit PMT members (posting/recommendation)	→→											
ACP FELLOWSHIP												
Recruit fellow (posting/recommendation)					→→							
Support fellowship proposal writing					→→							
COMMUNICATION												
Develop PowerPoint intro for PMT committee		→										
Evaluate effectiveness of previous communication strategies			→→									
Develop presentation about BPGs (recommendations) and evidence-based practice			→→									
Plan and schedule presentations to key stakeholders			→									
Formalize communication plan			→									
Create corporate poster about components of BPGs			→→									
ASSESSMENT												
Complete organizational assessment with BPG template from Toolkit		→										
Conduct focus groups (nurses/CRNs/CCs) re: implementation and needs				→→								
Develop/obtain nursing knowledge needs assessment tool			→→									
Assess nursing knowledge & needs of all staff				→								
EDUCATION												
Review RNAO Health Education Fact Sheet if available				→→								
Develop guideline topic related workshop				→→								
Purchase/develop guideline topic related videos				→→								
Develop guideline topic related Communities of Learning				→→								
Schedule workshop				→→								
Develop cue cards					→							

Task	April	May	June	July	August	September	October	November	December	January	February	March
Create or review exisiting case-based scenarios				██▶								
Invite all implicated staff to workshop						▶						
Implement workshop						████▶						
Review and revise if needed content in employee orientation						███▶						

NURSING DOCUMENTATION

Task	April	May	June	July	August	September	October	November	December	January	February	March
Review documentation tools and revise as needed				██▶								

QUALITY MANAGEMENT/EVALUATION

Task	April	May	June	July	August	September	October	November	December	January	February	March
Review/develop policy related to quideline topic			▶									
Submit policy for stakeholder review				▶								
Conduct chart audits related to guidleline topic			pre▶							post▶		
Develop plan to evaluate group practice functioning			▶									
Assess group functioning pre and post implementation				▶						▶		
Review Picker satisfaction survey for inclusion of BPG indicators			▶									
Identify evaluation indicators and include in chart audit			▶									
Evaluate nursing education								▶				
Identify performance indicators and include in performance appraisal tool										▶		
Conduct discharge client surveys										███▶		
Evaluate post nursing knowledge										███▶		
Assess performance annually using revised performance assessment tool											████▶	

SUSTAINABILITY

Task	April	May	June	July	August	September	October	November	December	January	February	March
Related content in employee orientation	███████████████████████▶											
Involve nurses in chart audit process			▶							███▶		
Cue cards/posters						███████████████▶						
Documentation forms								████████▶				
Role-modelling by senior staff/nursing leaders								████████▶				
Create plan for communication updates												
Ongoing education and support for all staff								████████▶				
Case-based scenarios for discussion at group practice								████████▶				
Performance reviews										███▶		