Overview Action	Detail Action	Lead	Key Stakeholders	Current Status	Comments	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-20	Feb-20	Mar-20
Implementation Plan	Identify key actions for successful implementation	Once for Wales Project Manager	Health Board System Leads Head of Health, Safety & Fire Executive leads ILG Governance Leads Corporate Leads		Key actions have been identified. Timescales may be impacted by progress of All Wales tasks and milestones being achieved. Further actions may be included as the project progresses on All Wales level and additional requirements are identified.									
	Identify Additional resources required	Once for Wales Project Manager	Executive Director of Nursing Executive Director of Finance	Completed	Additional resources have been identified and funding for a Band 4 support officer allocated.									
	Recruit additional support officer (fixed term)	Once for Wales Project Manager	Finance and HR Business Partners	Underway	Job description being reviewed and amended to reflect Once for Wales Requirements. Post to be advertised by end of November.									
	Identify key challenges & Risks	Once for Wales Project Manager	Health Board System Leads Head of Health, Safety & Fire	Completed	High level risks identified									
Risk Log	Develop Risk & Issues Log	Once for Wales Project Manager	Health Board System Leads Head of Health, Safety & Fire	Underway	Risk log to be further developed to provide enhanced detail of risk and mitigation in place. This execrise is scheduled to be completed by the end of November 2020.									
	Record Risk on RLdatix System	Once for Wales Project Manager	Health Board System Leads Head of Health, Safety & Fire	Underway	Detail to be added to Datix following completion of risk log exercise									
	Develop and Submit Location List to RLDatix	Once for Wales Project Manager	Health Board System Leads	Completed	Location list submitted to RLDatix 29.06.20									
	Produce and submit Services Spreadsheet to RLDatix	Once for Wales Project Manager	Health Board System Leads	Completed	Services list submitted to RLDatix 01.10.20									
Core Functionality	Review all user accounts and submit user import document to RLDatix	Once for Wales Project Manager	Health Board System Leads	Underway	A review of the current approximate 1,500 user accounts is being undertaken and the user import documentation completed. Confirmation from Information Governance is required prior to the submission of information to RLDatix. This is currently being discussed by Information Governance Leads at an All Wales Level.									

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Transition & Data Migration	Review & consider options for data migration to the new system	Once for Wales Project Manager	Health Board System Leads Head of Health, Safety & Fire Assistant Director of Nursing & People's Experience Assistant Director of Governance & Safeguarding	Completed	A review has been undertaken of the proposed options of data migration as part of implementation of phase 1 of the new system. Internal discussions have taken place and a way forward agreed. There are risks associated with the transition and having two systems in place which are highlighted in the risk log.									
	Respond to workstream lead by 6.11.20	Once for Wales Project Manager	Health Board System Leads Head of Health, Safety & Fire Assistant Director of Nursing & People's Experience Assistant Director of Governance & Safeguarding	Completed	A response was provided to the workstream lead on the 04.11.20 which the approach being adopted by CTM.									
	Develop Standard Operating Procedures to manage risk of operating 2 systems	Once for Wales Project Manager	Health Board System Leads Head of Health, Safety & Fire Senior Manager for Patient Experience ILG Head of Quality & Safety	Planned	A number of standard operating procedures will be required to support the operating of two systems. These will be developed but will need finalisation following the release of the new system functionality to Health Boards - no confirmed date has been released from the All Wales Team.									
	Develop SharePoint Pages to communicate key messages in relation to Once for Wales Project	Once for Wales Project Manager	E-Business Manager	Underway	The main structure of the SharePoint Pages have been established and these pages will continue to be added to during the planning and implementation phases of the project.									
	Explore Social Media Options - Establish Twitter Account	Once for Wales Project Manager	Communications Team	In Place	A twitter account has been established to communicate out to the organisation key messages in relation to the implementation of the Once for Wales System.									
Communication Strategy & Plan	Link with ILG Leads to provide regular updates on implementation with the project through ILG Governance Structures	Once for Wales Project Manager	ILG Heads of Quality & Safety	Underway	ILG leads are represented at the Datix Management Group where regular updates are provided in relation to the project. Further mechanisms for communication are being explored.									
	Provide regular updates to Datix Management Group, Health, Safety & Fire Committee and Quality & Safety Committee.	Once for Wales Project Manager	Head of Health, Safety & Fire Local System Leads	In Place	Updates are being provided at the RLDatix Management Group. A report was provided to the Health & Safety Committee on the 29.10.20.									

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Representation and Feedback	Ensure representation and feedback from All Wales Workstream Groups	Once for Wales Project Manager	Health Board System Leads Senior Manager for Patient Experience Safeguarding Leads Mortality Review Lead Team Manager - Complaints Team Manager - Claims Subject Matter Expert Leads	Underway	Health Board representations have been identified for functionalities included in phase 1 of the project. Feedback from workstreams where the project manager is not in attendance needs formalisation. A meeting structure is being considered along with a standard reporting template.									
	Develop process for establishment of new users accounts	Once for Wales Project Manager	Health Board System Leads	Completed	A process has been implemented to the Health Board's current system which will be applied to the new system.									
System Related Governance Processes	Develop process for established of amendments users accounts	Once for Wales Project Manager	Health Board System Leads	Completed	A process has been implemented to the Health Board's current system which will be applied to the new system.									
Toccsses	Develop process for the request of additions / changes to system	Once for Wales Project Manager	Health Board System Leads	Completed	A process has been implemented to the Health Board's current system which will be applied to the new system, with the additional Once for Wales Governance arrangements added.									
	Work with ILG leads to review current process to streamline and ensure consistency across the HB	Once for Wales Project Manager	ILG Heads of Quality & Safety	Underway	Discussions have been undertaken with ILG Governance Leads to review existing processes within the Health Board. Further work is required to ensure consistency within and across the ILGs.									
Align Health Board Processes	Map out Health Board processes	Once for Wales Project Manager	Health Board System Leads Head of Health, Safety & Fire	Underway	Processes to be mapped out and discussed at the Datix Management Group on the 24.11.20									
	Develop Standard Operating Procedures to reflect Health Board Processes	Once for Wales Project Manager	Health Board System Leads	Underway	To be developed following agreement of processes									
	Health Board System leads to participate in All Wales Training Sessions 19.11.20 07.01.21 18.02.21	Once for Wales Project Manager	Health Board System Leads	Planned	There are 3 places available per Health Board. Nominations have been provided to the All Wales Training Workstream Lead.									
	Training to be provided for Complaints	Once for Wales Project Manager	Health Board System Leads	Planned	Dependent on All Wales milestones									
Training Programme	Training to be provided for Redress Functionality	Once for Wales Project Manager	Health Board System Leads	Planned	Dependent on All Wales milestones									
	Training to be provided for Incident Management Functionality	Once for Wales Project Manager	Health Board System Leads	Planned	Dependent on All Wales milestones									

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	Training to be provided for Mortality	Once for Wales Project Manager	Health Board System Leads	Planned	Dependent on All Wales milestones									
	Training to be provided for Safeguarding	Once for Wales Project Manager	Health Board System Leads	Planned	Dependent on All Wales milestones									
Standard Operating Procedures & Guidance	Update Standard Operating Procedures to reflect the new system functionality	Once for Wales Project Manager	Health Board System Leads	Planned	Dependent on All Wales milestones									
	Disseminate revised Standard Operating Procedures	Once for Wales Project Manager	Head of Health, Safety & Fire ILG Head of Quality & Safety Senior Manager for Patient Experience	Planned	Dependent on All Wales milestones									
Audit Programme	Establish an audit programme to ensure accuracy of data input to enable robustness of ward to board reporting to inform improvements in quality & safety	Once for Wales Project Manager	Head of Health, Safety & Fire ILG Head of Quality & Safety Senior Manager for Patient Experience	Planned	Areas of audit have been identified based on key data issues identified from the current system. The plan will need to be updated following implementation of the new system.									

Prepared by Kellie Jenkins-Forrester, Once for Wales Project Manager Updated November 2020