

Digital Coalition Work Streams

Revision Date: July 29, 2019

Communications	DC Framework	Recruitment/ Training	Operations (building forms)	Website Design/ Redesign	Stakeholder Engagement	DC member relations	Sustainability	Spread
Develop DC Communique for Distribution	Develop Initial process for Forms Flow	Initial group of builders/ testers	Develop 'Flow' of Forms In/ Out of Queue	Identifying Key Priorities of website	DC Launch (December 2018)	Accepted Conferences AFHTO (Presentation & Bright Lights Submission) OMD (Presentation)	Complete Sustainability Exercise	Discussions with Other Regions
Develop Push Back Letter	Develop application & partnership agreement	Recruit Builders	Develop Process for Managing the Queue	Statement of Work with healthline.ca	eLearning Café DC Update		Developing Toolkit	Develop Digital Coalition "Playbook"
Develop Generic PowerPoint	Develop ToR for Digital Coalition	Recruit Clinical Testers	Launch initial DC vetted forms	Monitoring/ Testing Changes and Updates	Develop newsletters	Quarterly T/C	Develop DC "Playbook"	Discussions Beyond Referral Forms (CEP/OCFP)
Develop Template for DC Updates	Develop Design Standards	Train Builders (basic forms training) both ACC + PSS	Process for increased requests	Develop Naming Convention	Working with EMR Vendors	In-person/ Remote meetings	Recruiting 'Mentors' - Team Leads	Recruit/Train 'Facilitators' Beyond PFQ Team
Develop Logo	Develop Build Standards	Builder BootCamps for Quality	Field Requests for B Forms and Local Forms	Developing 'online Tools' + Past Comms Section	Managing Comms re: MRI/CT/Breast Req/MSK etc.	Training as Required		
Develop Brochure	Develop Testing Standards	Recruit Mentors/ TeamLeads	Process for Internal General Requests	Posting/ Tagging/ Managing Site				
Create Twitter Account	Develop Queue	Develop 'orientation'/ expectations for Mentors	Co-Develop Prioritization Methodology					
Develop Newsletter & Distribution list	Reporting Tool (quarterly)		Increase DC Capacity re: Requests but Keep 'Quality'					
Develop "Playbook"			Develop "Design" modules					

Completed
Ongoing
In Progress
Outstanding



Partnering for Quality

Working together to
improve health outcomes

This is a 'live' working document and subject to change.
Revision dates will be noted at the top of the document