

# London Sexual Health Tariff Proposal Project Communications Plan

**Pathway Analytics**

21 April 2010

Version 2.0

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## Introduction

Pathway Analytics has been asked to deliver the London Sexual Health Tariff Proposal Project .

The purpose of this document is to define the communication mechanisms and methods that will be required during the life of this project currently targeted to complete on 22 May 2010.

This document covers the project communication between the stakeholders and project management structure.

Other areas like resource management, scope management, risk & issues management, planning & dependency management will not be discussed in this document.

## Communications Management Process

Processes required ensuring timely generation, collection, dissemination, storage, retrieval and ultimate disposition of project information to relevant stakeholders. These processes provide critical links among people and data necessary for the successful communication. The communication management covers the processes listed below:

Communication planning – Identify the stakeholders, determine the information and communication needs, expectations and resolve the issues.

Project structure – Project organisation structure, escalation paths.

Status Reporting - Collecting and distributing status reporting information available to project stakeholders in a timely manner.

Meeting schedule – Project meeting schedule with TZM Services and Clarety meeting schedules.

## Communications Planning

Communications planning involves proactively determining the information needs of the project stakeholders, what information needs to be collected and when, who needs the information, when and in what form. This process also covers methods used to gather and store information, Limits, if any, on who may give direction and to whom, reporting relationships, list of contact information of all stakeholders, schedule for distribution of information, provides a method to update the communications management plan as the project progresses.

Responsibilities of the Project Manager:

Ownership of the project status reporting

Setting up and managing the processes required for the Communication Management aspect of this project.

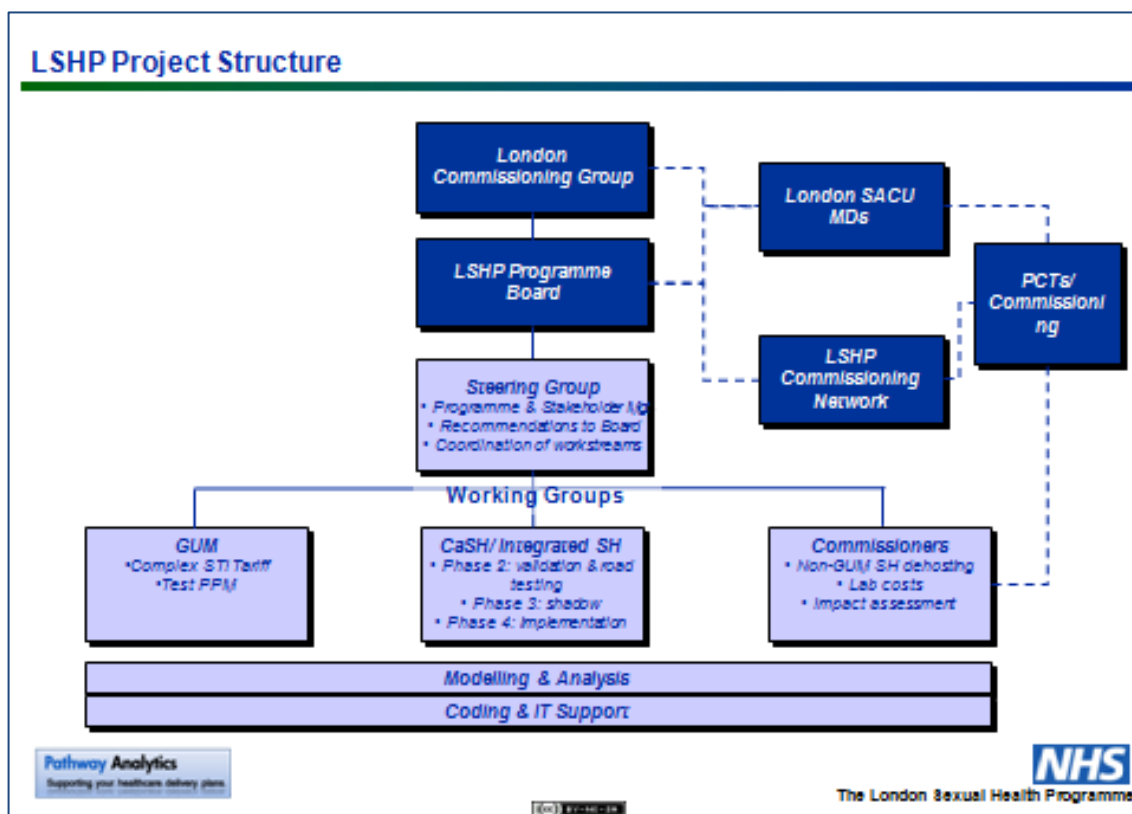
Communication owner and as such will be responsible for updating status reports, setting up meeting schedule details, communication plan, actions register and meeting notes.

Ensure that meeting invites are sent in advance to relevant stakeholders and acceptance of attendees.

Set-up recurring meeting invites for scheduled meetings with a look ahead with Meeting agenda, attendance, minutes and action items.

## Project Organisation

The overall governance and delivery team structure is shown in the following diagram:



### Issue Escalation Process

Issues arising from working groups will be escalated to the Steering Group for review and mitigation action where appropriate.

### Reporting Deliverables, Recipients and Frequencies

Reporting deliverables:

Frequency/Delivery	Audience	Purpose
<b>Highlight Report</b>		
Monthly email	Project sponsor Simon Williams (NHS London) Hong Tan (NHS London) Dr. Simon Barton (C&W Hospital) Dr. Chris Wilkinson (Margaret Pyke Centre, Camden PCT) Andrea Duncan (Dept of Health) Ade Adekaiyaoja (PbR Team, Dept of Health)	Highlight future plans, achievements, issues, risks and variances. Allow project sponsor to assess project progress
<b>Stakeholder Report</b>		
Monthly Email	Key stakeholders including: LSHP BASHH FFPSRH CSRH Pilot Sites GUM Pilot Sites London Commissioners	Communicate with senior stakeholders the progress of the project

**One Page Summary**

<a href="#">LSHP website</a>	All	To communicate the purpose and status of the project
<a href="#">BASHH website</a>	BASHH	
<a href="#">FFPSRH website</a>	FFPSRH	

**Meeting Schedules**

Meeting	Frequency	Attendance	Purpose
Steering Group	Bi-monthly		
Commissioners WG	Monthly		
C SRH WG	As needed		
GUM WG	As needed		
IT WG	As needed		

**Meeting Guidelines**

- All the participants should arrive on time
- Mobile phones to be kept in silent mode
- Minutes and actions must be produced after the meeting
- Issues to be captured and fed up the project chain if necessary
- If a workshop, then expectations to be captured and reviewed