

RNOC TBI Integration Project

Project Team Meeting, The Rehabilitation Centre, Board Room Monday November 12, 2001, 2:00 p.m. - 4:00 p.m.

Present: Chair - Dr. Dan DeForge, Dr. Shawn Marshall, Dr. Ed Lemaire, Dorothyann Curran, Lloyd Cowin, Beverley Leeks, Elly Nadorp

Regrets: Mike Ferland

Item	Discussion/Decision	Action
Agenda	Approved. One item added: pediatric brain injury	
Roles and Responsibilities	<p>Beverley reviewed the Project Management Functional Stages (Hand out was provided).</p> <p>Clarity was sought regarding the relationships, accountibilities, responsibilities, mandates, and roles. Outcome: see attached charts</p> <p>Summary: <u>Steering Committee</u>: provides consultation and direction for the project <u>Project Team</u>: reports to the Steering Committee, direction for the design, construction and implementation of the operations <u>Professional Staff</u>: Design, construct and implementation the various components of the project Day-to-day component advisors - A communication matrix chart will be developed outlining point persons for different components of the project.</p>	Beverley
Committee Membership	Lloyd brought forward for approval - Ann Marcotte's candacy for membership on the Steering Committee - ACCEPTED. Beverley is to update the list accordingly.	Beverley
Recorder	Elly Nador - Project Team Beverley Leeks - Steering Committee	
Project Charter	<p>Is a public statement regarding the legitimacy of the project, funders, mandate, goals, objectives, Committee members, and indicates how to get involved.</p> <p>This will be produced as a brochure and used in first point contacts</p>	Beverley

<p>Performance Measurements and Indicators</p>	<p>The Report of Proceedings, prepared by John R. Allen was disseminated for comment.</p> <p>Report Recommendations Summarized:</p> <ul style="list-style-type: none"> • Too many indicators - ideal range = 8-12 • Priority needed to be established • Some indicators should not be tracked for measurement purposes, but should be retained as valuable input data for future projects <p>Activity The Project Team discussed the indicators, eliminated some, changed others and highlighted the ones which could be captured in survey format. Beverley and Elly will provide a clean docket showing markings as recommended by the Team.</p> <p>The work prioritizing of the indicators will be presented at the Steering Committee meeting for feedback.</p> <p>Beverley will contact Mr. Powers to determine if we could piggy back on the MOH's evaluation surveys for the purposes of efficacy.</p> <p>Work processes were reviewed and remained unchanged.</p>	<p>Elly & Beverley</p> <p>Dan</p> <p>Bev</p>
<p>Web Site</p>	<p>Equipment: Ed presented the eqpt. specification needs and related costs. Server: Approx. \$6,800 Server Host: Magma - \$3,600/yr</p> <p>During the current state of the transition process, The Ottawa Hospital will not be able to housing our web site/server and/or related maintenance due to limited resources. It has offered to incorporate the Server in late fall.</p> <p>It was decided that we would continue our dialogue with Magma. Ed will continue to pursue this matter.</p> <p>Format: The Web Site will provide access to knowledge management in two formats: resources which will be made available to the public domain, and patient data available only to providers through passwords.</p> <p>Web Design Beverley will be managing this activity. All members interested in contributing to this activity are encouraged to contact her.</p>	<p>Ed</p>

