

Decision RACI Matrix - Delta Division of Family Practice "A GP for Me"

	Led / developed by:	GPSC	Board	Steering Comm.	Exec Director	Project team	RRL Committee	PAS Committee	Team-based care committee	Practice Efficiency committee
Project Planning, Management										
High-level map of scope / outcomes	PM		A	R	R	I				
Governance, TOR	Exec Director		A	R	R	I				
Decision matrix	PM, Exec Director		A	R	R	I				
Charter	PM	I	A	R	R	C				
Timelines	PM	I	A	R	R	C				
Project Budget	Exec Director	I	A	R	R					
Project engagement plan			I	A	R	C				
Communications Plan	Exec Dir, PM, Comms Lead, Change Lead	I	A	R	R	C				
Project Change requests (note 1)	PM	I	A	R	R	C				
Evaluation Plan	Eval. Lead	I	A	R	R	C				
Evaluation report	Eval. Lead	I	A	R	R	C				
Detailed implementation plan	PM				A	C				
Quarterly Status Report	PM, Exec Dir	I	A	R	R	C				
Project Activity Report	PM, Comms Lead?	I	A	R	R	C				
Project Update report	Exec Dir, PM	I	I	I	A	C				
Deliverables - Recruitment, Retention, Locum Support										
RRL strategy / plan	RRL lead		I	I	R	C	A			
Marketing plan	RRL lead		I	I	R	C	A			
Research / scan findings	RRL lead				I	I	I			
Process documentation	RRL lead				R	C	A			
Detailed plan	RRL lead				A	C	I			
Tracking tool, process	RRL lead				A		I			
Sustainment plan	RRL lead		I	I	R	C	A			
Deliverables - Patient Attachment System										
Patient registry	PAS Lead		I	I	R	C		A		
GP repository	PAS Lead		I	I	R	C		A		
Connection process	PAS Lead		I	I	R	C		A		
Promotion / marketing plan	PAS Lead		I	I	R	C		A		
Education plan	PAS Lead				R	C		A		
Implementation plans	PAS Lead				A	C		I		
Tracking tool, process	PAS Lead				A			I		
Sustainment plan	PAS Lead		I	I	R	C		A		
Deliverables - Team Based Care - Connectivity for MH										
Procoesses	TBC Lead		I	I	R	C			A	
Resource list / distribution method	TBC Lead		I	I	R	C			A	
implementation plans	TBC Lead				A	C			I	
Tracking tool, process	TBC Lead				A				I	
Sustainment plan	TBC Lead		I	I	R	C			A	

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Deliverables - Team Based Care -Provider Connectivity											
Needs assessment	TBC Lead			I	R	C			A		
Learning development plans	TBC Lead		I	I	R	C			A		
Model for team-based care	TBC Lead		I	I	R	C			A		
Processes to support model	TBC Lead		I	I	R	C			A		
Implementation plans	TBC Lead				A	C			I		
Tracking tool, processes	TBC Lead				A				I		
Sustainment plan	TBC Lead		I	I	R	C			A		
Deliverables - Practice Efficiency											
Needs assessment	Practice Support Lead			I	R	C				A	
Implementation plans	Practice Support Lead		I	I	A	C				I	
Recommendations for future, if required	Practice Support Lead		I	I	A	C				I	
Sustainment plan	Practice Support Lead		I	I	R	C				A	
LEGEND											
Approval (decision to proceed as per plan)			Consulted - active engagement in development								
Review to Recommend approval or revision			Inform								
<p>1. Significant change approved by Doctors of BC.</p> <p>2. Where decision authority is delegated, the project team will look solely to the delegate for decisions. It is the delegate's responsibility to adequately consult and/or inform the delegating decision authority.</p> <p>3. Where there is more than one approval noted for a plan/document, the approval of both parties is required.</p>											