

Guidance for use of this document

Structure of template

The "tracker" has **two tabs**:

1: Tracker - this has a single line for each programme. The status of a programme (criteria explained below) is indicated using Red , Amber and Green indicators

2. Risks and issues log: This is where the detailed list of risks and issues affecting programme implementation should be logged. A risk or issue can be rated as Critical, High , Medium or Low using the drop down box. Risk criteria are explained below. All risks should have a mitigation plan and issues should have a recommended action plan. The High and Critical risk and issues should be tabled at the local change governance meeting for discussion and agreement. The key risk and issue (if any impacting a programme) should cut and paste on the tracker.

Definitions of Issue

An issue may be defined as an actual occurrence within the project that is not to plan and requires action to be resolved e.g. No resources available to appoint a local co-ordinator. Issues are problems that occur during the project. Generally they do not persist throughout the project and will not all be known at the beginning of the project. Issues will open and close on the log during the project. An issue must be material to successful project completion. An issue is clarified and stated in a way that it can be resolved. An owner is assigned and a target date should be set for closure. An Issue has occurred - it is NOW and needs attention - "Issues are reactive.

Difference between Risk and Issue

A risk is different to an issue. A risk can be defined as anything that can do harm or damage to the project. A risk may or may not happen. Mitigation strategies are identified to reduce or eliminate the likelihood of the risk happening. A risk may become an issue if not properly managed. An owner for each risk should be identified who will manage the mitigation plan for the risk

Implementation Status criteria - Type R for Red , A for Amber and G for Green

Red: An issue exists which the implementation team can not resolve locally and is significantly impacting progress and/or putting at risk the likelihood of any Quality, Access or Cost benefits being delivered.

Amber: An issue exists which is impeding implementation but is being managed locally

Green : Implementation is on track. There are no significant issues to report

Risk and Issue Criteria (Critical, High, Medium, Low - select from drop down list)

Critical = Implementation has stopped and the initiative is unlikely to restart without significant intervention - generates a **red** project status

High = Implementation progress at risk if issue not resolved and resolution requires external input - generates a **red** project status

Medium = Progress being impacted but issue is being managed locally - generates an **amber** project status

Low = Progressing per plan no major issues - generates a **green** project status

Tip. In excel to start a sentence on a new line in the same cell press **Alt** and **Return** at the same time

Clinical Programme status

	Programme /Initiative/project	Clinical Lead	Status	Issues for escalation (if any)	Issue resolution actions & next implementation steps	Next milestone date
1	Clinical Governance		g			
2	Clinical Directorates		g			
3	Establish Programme Office		g			
4	Primary Care		g			
5	Emergency Medicine		g			
6	Acute Medicine		g			
7	Critical Care		g			
8	Surgery		g			
9	Radiology		g			
10	OPAT/Home IV		g			
11	Community Intervention Teams		g			
12	Care of the Elderly		g			
13	Stroke		g			
14	Heart Failure		g			
15	Acute Coronary Syndrome		g			
16	COPD		g			
17	Asthma		g			
18	Diabetes		g			
19	Rehab		g			
20	Palliative care		g			
21	Mental health		g			
22	Dermatology		g			
23	Rheumatology		g			
24	Neurology		g			
25	Epilepsy		g			
26	Othopaedics		g			
27	Urology		g			
28	Audiology		g			
29	Paediatrics and Neonatology		g			
30	Obstetrics and Gynaecology		g			
31	Outpatient process management		g			
32	Pathology		g			
33	HCAI		g			

