Software Development Services

Description: Development of a software application to support the Harmony CQC governance framework, including:
- Transition of existing Excel-based data into a normalized database structure
- Functionality to manage task ownership, standard operating procedures, policies, and competency tracking
- Notifications and approval workflows for updates to SOPs and policies
- Integrations with existing systems (e.g. Microsoft 365) for secure data storage and access

Total: £2,000

Scope of Work

Objectives:

Provide a centralized, web-based application to implement the Harmony CQC framework
Streamline governance processes and improve visibility/control for general practice clients

Key Features:
- Data Model Migration
- Transition existing Excel-based data into a relational database structure
- Normalize data model to support relationships between roles, tasks, SOPs, policies, etc.
- Task Management
- Ability to define and assign ownership for continuous, daily, weekly, monthly, and quarterly tasks
- Link tasks to associated SOPs and policies
- Risk assessment and mitigation tracking for each task
- Competency Tracking
- Record training and sign-off for staff competencies
- Automatically flag competencies as "retraining required" when SOPs/policies are updated
- Approval Workflows
- Workflows to manage review and approval of new/updated SOPs and policies
- Notifications to relevant stakeholders when updates are pending or approved
- Integrations
- Secure storage and access to data via Microsoft 365 integration
- Potential for additional integrations (e.g. training record systems) as needed

Timeline: **6-8 weeks from project kickoff**
                 £2,000

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