

Action Period Calls	Due Date	R	A	C	I
Monitor PCORnet email box to capture emails from Implementing Network Leaders requesting new staff attend the call	on-going	Coordinator	PM	Specialist	QIS
Send first email reminder to AP call attendees	8 days before APC	Specialist	QIS	PM	Coordinator
Prepare APC slides	8 days before APC	QIS	Faculty	PM	Specialists/Coordinator
Circulate draft APC slides	2 days before APC	QIS	Faculty	Coordinator/Specialists	PM
Update Internal Calendar Invitation so Faculty and Ops Team have streamlined information about meeting room number and dial in information.	1 day before APC	Coordinator	PM	Specialist	QIS/Faculty
Send second email reminder to AP call attendees	1 day before APC	Specialist	QIS	PM	Coordinator
Monitor Texts from Speakers and address tech issues	Day of	PM	PM	QIS/Coordinator	Specialists/Coordinator
Facilitate Call	Day of	QIS	QIS	PM/Specialists/Coordinator	
Runs Logistics (start zoom, monitors mute button, address echo, etc)	Day of	Coordinator	PM	Specialist	QIS
Manage Chat box	Day of	Specialist	PM	QIS	Coordinator
Take Notes	Day of	Specialist	PM	QIS	Coordinator
Present Slides	Day of	Faculty	QIS	PM/Specialists	Coordinator
5 min debrief after call	Day of	QIS	QIS	PM/Specialists/Coordinator	Faculty
Save Chat Log	2 days after the APC	Specialist	PM	QIS	Coordinator
Complete and file Attendance Report	2 days after the APC	Coordinator	PM	QIS	Specialist
Incorporate notes in final deck	2 days after the APC	Specialist	PM	QIS	Coordinator
Follow up with APC attendees	2 days after the APC	QIS	QIS	Faculty	PM/Specialists/Coordinator
Email final deck with notes and support documents to APC attendees	2 days after the APC	Specialist	QIS	PM	Coordinator

****EXAMPLE**** Update according to the role structure within your network, especially in accordance with inclusion of Centers of Excellence staff.