1.   [Network/Project Name] Teams Composition

3.1 [Network/Project Name] Steering Committee

Leader **Person 1**
Operational Lead Person 2
Members Person 3 Person 4 Person 5 Person 6 Person 7 Person 8 Person 9
Functions • Set and communicate vision and purpose • Determine strategic direction and scope • Champion the project to internal and external stakeholders
Activities / Responsibilities • Ensure alignment with [Network] vision and strategic plan • Approve governance structure • Review and approve major milestones and products • Identify resources and funding to ensure sustainability • Develop and approve partnerships with external partners • Promote the project and support community building efforts
Frequency / Duration • Monthly • 1 hour

3.2 Project Leadership Team

Leader **Person 4**
Operational Lead Person 7/Person 8
Members Person 3 Person 10 Person 5 Parent/Patient (TBD) Person 6 Person 2 Person 11
Functions • Manage design and develop process

Activities / Responsibilities
• Customize tools and templates from the Cross-Network Design Process Team to [disease state/condition]
    o Develop the charter for the design process
    o Oversee development of requirements and measures
    o Develop system diagram (LOP and KDD)
    o Draft charges for Work Groups
    o Guide work groups and oversee workgroup activities
    o Oversee ethnographic research and ecology modelling
• Organize and lead three Design Meetings of co-investigators and other contributors
• Encourage the development of a [Network] collaborative innovation network (COIN)
• Encourage the development of a strong culture of collaborative innovation and co-production

Frequency / Duration • Weekly • 1 hour
Deliverables: • Synthesis and prioritization of care center changes, IT changes, patient engagement interventions • Strategic decision about the extent to which automation of chronic care processes will be pursued

3.3 Project Management Team

Leader   **Person 3 and Person 4 (co-leads)**
Operational Lead   Person 2
Members   Person 7   Person 11   Person 12   Person 10
Functions   • Lead the development of the [name] project in accordance with client's expectations
Activities / Responsibilities   • Set and communicate clear purpose   • Establish effective governance structure   • Oversee budget   • Ensures all Workgroup issues / escalations are addressed and resolved   • Ensure all deliverables are on track   • Manage relationship with [primary stakeholder] and other key stakeholders   • Manage relationship with vendors   • Oversee project resourcing
Frequency / Duration   • Fortnightly   • 1 hour
Deliverables: • Workplan   • Dashboard   • Progress reports

3.4 Integration Team

Leader   **Person 3**
Operational Lead   Person 7
Members   The scientific leads of each workgroup
Functions   • Coordinate the grassroot work led by each workgroup   • Share communication updates from Steering Committee and Leadership Teams
Activities / Responsibilities   • Provide update on each workgroup's activities   • Address issues or challenges, if any   • Share lessons learned or success
Frequency / Duration   • Fortnightly   • 1 hour
Deliverables: • Summary of updates from the Workgroups

3.5 Clinical/QI Workgroup

Leader   **Person 5 / Person 10**
Operational Lead   Person 8 / Person 7
Members   Person 6   Clinicians TBD   Project staff member TBD
Functions   • Participate in design and testing of [Network] components   • Define and provide linkage between [Network] and clinical care centers   • Provide opportunities for [Network] sites to participate during the design phase {if applicable}
Activities / Responsibilities   • Develop workgroup charter   • Provide inputs to the assessment of current clinical environment, ecology model, end user experience   • Clinical measures   • Documentation of social networks involving physicians within and between [Network] sites   • Lead the design of the QI curriculum and change package (select tools, materials for inclusion in toolkit and identify, prioritize and sequence care center changes)

Leader
Person 5 / Person 10
• Lead the selection / recruitment of clinicians and clinical care centers
• Develop care center KDD
• Develop Change Package:
• Identify top issues for prototype testing in clinical network (develop testing strategy)
Deliverables
• Workgroup charter for design process
• List of requirements project should meet
• List of measures of system success
• List of measurable goals for improvements in outcomes
• Draft list of specific changes in care delivery associated with better outcomes including ranking the evidence/theory for each change
• Care center key driver diagram describing changes to improve chronic care
• Outcome measures for the system and care delivery
• "Change Package" and Test Strategy for care centers

3.6 Informatics/Data Workgroup

Leader
Person 13
Operational Lead
Person 14
Members
Data Manager (TBD)
Person 15
Functions
• Implement Informatics and Data activities
Activities / Responsibilities
• Conduct [Network] infrastructure assessment
• Supply high level IT/DM recommendations and strategy based on gap analysis
• Suggest Procedures for extraction of laboratory results and medication orders from the EHR
• Develop requirements for the software components that allows users to "reconcile" the data that has been transferred from the EHR as well as the procedures to convert raw EHR data to registry-based observations (document to be completed by [Network])
• Develop and specify reports for measurement system including performance measures and reports
Deliverables:
• IT gap analysis
• High level IT recommendations and strategy based on gap analysis
• Outcome measures definitions for the system and care delivery
• Procedures for extraction of laboratory results and medication orders from the EHR
• Requirements for the software components that allows users to "reconcile" the data that has been transferred from the EHR as well as the procedures to convert raw EHR data to registry-based observations (document to be completed by [Network])

Leader **Person 13**
• Specification for the reports for measurement system including performance measures and reports

3.7 Patient Engagement Workgroup

Leader **Person 16**
Operational Lead TBD
Members Person 6 Parent(s) (TBD) Person 17 Others
Functions • Ensure the patient's perspective is considered in the design process
Activities / Responsibilities • Provide inputs into the activities implemented by all workgroups • Raise awareness of the project into the [Network] patient community to ensure maximum participation of patients into the ethnography study • Others (TBD)
Deliverables: • Develop communications and recruitment materials • Identify engagement approaches and tools to be tested

3.8 Design and Ethnography Workgroup

Leader **Person 18**
Operational Lead TBD
Members Person 6 Person 7 Person 19
Functions • Design and implement the ethnographic study • Assess current [Network] environment • Employ Condor/CoolTrend tools by mining the Web, Blogs, online social networking sites, and online forums to find through coolhunting
Activities / Responsibilities • Conduct user ethnography and assessments (interviews, review data, measures, incentives) • Assess Existing Systems and Prototypes (chronic care, self-management, patient education, data systems, collaboratives, peer production)

Leader
Person 18
• Provide recommendations for the "to-be" network • Contribute to setting up and maintaining a Web directory of [Network] disease resources such as most relevant Web sites, blogs, forum, research sites • Consult on and support the building of an innovation and improvement community of patients, physicians and researchers by working with lead users (leaders in the patient community) to create a COIN (collaborative innovation network) by educating, training, and coaching these leaders • Help to improve social networking of the [Network] research team by analyzing e-mail and social networking workspace and develop recommendations for interventions that will optimize the exchange of information across teams and the spread of a co-production culture
Deliverables: • Results of assessment and understanding of the current [Network] system • Summary of contextual factors at care centers to be addressed in ongoing design • User experience/ecology model and design personas

3.9 PRO Workgroup

Leader
Person 3
Operational Lead
TBD
Members
Person 15 Person 13 Person 7 Person 8 Others (TBD)
Functions
• Assess expansion of innovations to [Network] condition • Leverage current activities with other chronic care related innovations to address possibilities for expansion into [Network]
Activities / Responsibilities
• Identify and prioritize existing patient facing prototypes • Develop recommendations for how PROs and other data will integrate with the "to be" registry and contribute to the design of the future registry
Deliverables:
• List and ranking of patient facing prototypes • Recommendations around PRO integration into future registry