

Digital Champion Project – Vision statement and project plan

Key contacts:

Project start date:

Project duration:

What is the overall vision for this project?
What will the impact be?
What staff will be involved? How often will the project team meet?
What are the risks/constraints?

Timeline

Roles and responsibilities

Budget

Measurements of success

Prepared by:

Date:

Learning and support Requirements from Digital Unite

Access to the Network
<ul style="list-style-type: none">• 50 licences for access to the DHCN for 1 year from 1 Nov 2021-1 Nov 2022• Single vouchercode• Courses for Champions and PM courses (and Toolkit)• Community forum area• Monthly Network e-newsletters for Champions
Additional content or resources?
A guide to support Champions with the early steps of assessment and signposting. To be developed by DU with support and input from the client and ideally some early Champion recruits. An initial guide to be created for the start of the pilot, but this will be a living document which will evolve during the pilot, with a final document to be produced by the end. There may need to be further funding from the client to support this document depending on how it evolves.
Additional support/virtual sessions?
6 virtual sessions for Champions. <ul style="list-style-type: none">• One session for prospective/registered Champions with tour and how to get the most from the Network• Five sessions spread monthly to run as a community of practice to support Champions with overcoming challenges, celebrating success and providing feedback on the project. These sessions will hopefully provide crucial feedback on whether the training on the Network has helped staff feel more knowledgeable and confident to help patients. Also intended to discover whether staff are actually about to put this into practice on the ground.

Reporting and Project Management Support

Data provided by the Network
<p>PMs will be able to access the following data live on the Network</p> <ul style="list-style-type: none">• User registrations• When users were last active• Course completions• Learner tally data• Most popular resources <p>Digital Unite will also supply</p> <ul style="list-style-type: none">• Course feedback• Numbers attending COP sessions• Feedback and reflections from the COP sessions
Additional reporting requirements
<p>Learner feedback – but this will be collected by the client not DU</p>
Additional Project Management support
<p>DU will provide 7 days of PM support. This will take the format of</p> <ul style="list-style-type: none">• onboarding support for client and any PMs• monthly virtual meetings with client to discuss project progress• quarterly summary reports (end of Dec, end of March, end of June, end of Sept)