

**EMTrack Implementation Outline
CROG
Electronic Patient Tracking
Project**

Phase 1

No	Type of Task	Description of Task	Owner	Start	End	Completed	Comments
1.0	Main Task	Scope Determination					
	Sub Task	Discuss scope of initial system (mass gathering, MCI, Vaccination Clinic, Hospital Evac)	Implementation Team	1/18/11	1/26/11	X	
	Sub Task	Determine scope	Implementation Team	1/18/11	1/26/11	X	
	Sub Task	Discuss with Steering Committee and final agreement	Implementation Team/Steering Committee	3/3/11	3/3/11	X	
	Milestone	Scope Determined	Implementation Team/Steering Committee	1/18/11	3/3/11	X	Approved
2.0	Main Task	System Configuration					
	Sub Task	Send list of hospitals and EMS to EMSystems	David Kosciuk	1/18/11	1/18/11	X	Updated to include all state hospitals
	Sub Task	Enter hospitals and EMS	EMSystems	1/18/11	3/1/11	X	
	Sub Task	Develop roles	Implementation Team	2/18/11	3/3/11	X	
	Sub Task	Develop user list	Implementation Team	2/18/11	3/3/11		
	Sub Task	Enter users/accounts/roles	EMSystems	3/11/11	3/21/11		
	Sub Task	Enter POCs for agencies	EMSystems	4/1/11	4/10/11		EMS

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							Coordinators – what is this number for? How often do we want to update
	Sub Task	Verify Compliance with current protocols	Implementation Team	3/8/11	4/12/11		Take to MAC – what to do with the expectant
	Sub Task	Define needed equipment	Implementation Team	2/15/11	3/20/11		Split up hardware – region to look at.
	Sub Task	Review hardware configuration	Implementation Team	4/1/11	5/1/11		
	Sub Task	Review and test the final product before training	Implementation Team	3/1/11	4/1/11		
	Milestone	Product configured and approved	Implementation Team / Steering Committee	4/7/11	4/7/11		
5.0	Main Task	Marketing/Outreach					
	Sub Task	Develop marketing literature (i.e. QRG, videos, training, announcement of go live email, EMSystem fast facts, FAQs, letter of introduction)	Implementation Team	2/18/11	3/18/11		
		Publish to CRCOG and CMEDs website	Centrella / Morris	3/1/11	3/18/11		
		Attend meetings within the community 1. CRFCA 2. CRPCA 3. TWCAA	Implementation Team	3/1/11	5/1/11		

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		4. ECHN Chief's 5. TC Chiefs					
	Milestone	Marketing/Outreach Plan Approved	Steering Committee	3/3/11	3/3/11	X	
3.0	Main Task	Work Flow Development					
	Sub Task	Review current protocols/EMTrack examples	Implementation Team	1/25/11	2/16/11	X	
	Sub Task	Develop draft workflow	Implementation Team	1/25/11	2/16/11	X	
	Sub Task	Review and approve workflow with Steering Committee	Implementation Team	3/3/11	3/3/11	X	
	Milestone	Workflow completed	Steering Committee	3/3/11	7/1/11		
4.0	Main Task	Risk Plans					
	Sub Task	Review Risks and develop draft tool	Implementation Team	3/8/11	3/15/11		
	Sub Task	Review risk tool and prioritized	Implementation Team	3/17/11	3/15/11		
	Sub Task	Review and approve risk response with Steering Committee	Implementation Team	3/17/11	4/7/11		
	Milestone	Risk Plan completed	Steering Committee	4/7/11	4/7/11		
5.0	Main Task	Training Plans					
	Sub Task	Submit workflow to EMSystems	Implementation Team	3/4/11	3/4/11	X	
	Sub Task	Coordinate EMSystems Super User Training 1. 4/25 Super User Training 2. 4/26 T-t-T x 2 sessions 3. 4/27 T-t-T x 2 sessions	Implementation Team	2/18/11	3/3/11	X	Check on food

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	Sub Task	Develop regional training tools/plan	Implementation Team	2/18/11	3/15/11		EMSystems to forward training agenda/content to apply for CEU credit
	Milestone	Training Plan completed	Implementation Team	3/1/11	3/15/11		
6.0	Main Task	Exercise					
	Sub-Task	Develop Project Exercise Plan/Sub-Comm	Implementation Team	2/18/11	3/3/11	X	Same as implementation team
	Sub-Task	Conduct table top or functional exercise	Implementation Team	5/7/11	5/7/11		Race in the Park New Britain
	Sub Task	Conduct exercise AAR meeting	CRCOG	5/12/11	5/12/11		
	Sub Task	Embed as part of regional or agency full scale exercise cycle	CRCOG	5/12/11	On-going		
	Sub Task	Review and refine systems as identified	Regional Administrator	On-going	On-going		
	Milestone	Exercise Plan completed	Steering Committee	3/3/11			
7.0	Main Task	Go Live					
	Sub Task	Announcements	Implementation Team / Steering Committee / CRCOG	3/19/11	6/1/11		
	Milestone	Go Live	Implementation Team/ Steering Committee/CR COG	6/1/11	n/a		

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8.0	Main Task	After Action Report					
	Sub Task	Conduct implementation AAR meeting	CRCOG	6/7/11	6/7/11		
	Sub Task	Compile AAR information into a report	CRCOG	6/7/11	6/30/11		
	Milestone	After Action Report	Steering Committee	7/1/11			

Revision Schedule	Revised by
1/19/11	Implementation Team
3/3/11	Steering Committee

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