|  |  |  |
| --- | --- | --- |
| **Action** | **Signed off by** | **Date Complete** |
| **Letter of Collaboration Authorised** |  |  |
| **Agreed go-Live date with supplier** |  |  |
|  |  |  |
| **Scope agreed**  - replacing paper notes?  - read only or read/write  - all patients/new bookings |  |  |
|  |  |  |
| **Communications and Engagement**  Key Stakeholders are aware of plan and go live |  |  |
| Women |  |  |
| Staff awareness |  |  |
| IT Service Desk – Awareness and Training |  |  |
| IT |  |  |
| CIO/CCIO |  |  |
| Information Governance |  |  |
| National Maternity Voices (NMV) contact |  |  |
|  |  |  |
| **Technical Readiness** |  |  |
| Local testing with supplier completed |  |  |
|  |  |  |
| **Benefits** |  |  |
| Benefits defined and baseline |  |  |
| Approach to measuring benefits and reporting agreed (time saved, cost saving and feedback from women and midwives) |  |  |
| How to capture feedback from women |  |  |
|  |  |  |
| **Reporting** |  |  |
| Approach agreed (Who, what and when, frequency) |  |  |
|  |  |  |
| **Governance** |  |  |
| Risk and Issues log |  |  |
| Governance and Reporting arrangements |  |  |
|  |  |  |
| **Training and Education** |  |  |
| Training plan complete |  |  |
| Training guides developed |  |  |
| Staff Training completed |  |  |
| Approach for new staff |  |  |
| Relevant materials available for women |  |  |
|  |  |  |
|  |  |  |
| **Business Readiness** |  |  |
| Standard Operating Procedure (SOP) updated |  |  |
|  |  |  |