

Project Planning Worksheet

Care Coordination Implementation

Now that you have decided on your priority task, you can start to plan out in detail what needs to happen for changes to occur. You will need to either modify a current process to include these changes or create a new one. Identify the staff you have available and plot out the steps that will need to occur in order to reach your goal. Identify who will fill each roles, what training staff should receive, and if you need any additional resources or support.

Planning Your Next Steps

Use the table below to identify what your next steps are, who will carry them out, who will be involved in implementation, what kind of training will be needed, etc.

Next Steps	Person (s) Assigned	Notes

Planning Tool: Process Mapping

Process mapping may be a helpful tool to use as you plan out your project. Process mapping is exactly what it sounds like – mapping out each step of a specific process to show how it works in a given setting. They can help your implementation team identify problems, solutions, and improvement opportunities within current systems. They can also be helpful for creating processes and explaining them to others

A process map illustrates the sequence of activities and flow of work. Consider staff you have available to do each step you identify. Use different colors and shapes to help distinguish between categories. Grab a blank piece of paper and create a process map for the priority task you identified. Check out the example below, additional examples in the Appendix, and [this video](#) on how to use a process map to help guide you.

For each step of the process, be sure to include: **What** happens, **Who** is involved, and **Where** the step will take place. Once you have that, you can begin to identify specific people who will be involved and what training they will need.

