

Clinical Trials Compliance Information Management (CTC IM) Project Status Report – April, 2008

CTC IM Project Website: <http://www.health.ufl.edu/aiss/projects/ctc/index.php>

Accomplishments: March 27 – April 24, 2008

- Project Team = 2 Work Groups.
 - CTC Process Mapping
 - Documented all stakeholder organizations and key roles and functions
 - High Level Process Mapping for CTC Phases I - III
90% complete
 - Communications Plan (immediate and long-term needs of CTC)
 - Content for Pre-Survey and implementation plan complete
 - Plan for maintaining list of UF Study Team Members complete
- CTC Sharepoint: Initially will use to support sub process for completing CTC Study Registration Form.
 - Business Process/Workflow mapping for sub process complete
 - Users Identified
 - Process for establishing Gatorlink Accounts for Shands and UFP Users identified
 - Developing training plan
 - Developing testing plan
- Senior Business Process Analyst (New Hire):
 - Hiring process completed. Start date: June 6, 2008

Tasks: April 25 – May 30, 2008

- Develop orientation and training plan for Business Process Analyst
- Develop charges and identify members for High Priority 'Issues' groups including Shared Governance and Identity Access Management
- Develop charge and orientation materials for Desired "Operating Model" Group
- Develop implementation plan for communicating with UF Study Teams
- Complete design and implement plan of Pre-Survey of PI's and Study Coordinators
- Test, complete documenting procedures, and complete training plan for Sharepoint and CTC Study Registration Form sub process
- Begin planning data collection methodology for current Information Systems
- Continue Implementing Project Support functions/activities:
 - 'Issues' Log
 - Quality Assurance Plan
 - Risk Management Plan
 - Change Management Plan and Exceptions Process
 - Project Document Management processes and tools

Issues:

See 'Selected High Priority' Issues list