

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

Accomplishments: December 14, 2007 - January 28, 2008

- Project Oversight Team (OT) convened and Charter reviewed
- Oversight Team monthly meetings scheduled (through April)
- Project Team (PT) convened and oriented
- Project Team weekly meetings scheduled
- Project Charter:
 - Initial revisions from Oversight Team members added
- Senior Business Process Analyst (New Hire):
 - Position Description completed
 - Position approved and funded
 - Position Posted 1/28/08
- Communication Plan initiated

Tasks: January 29 – February 28

- Project Charter & Scope:
 - Oversight Team discuss recommendations
 - Project Team continues review/input
- Senior Business Process Analyst (New Hire):
 - Recruit Search Committee
 - Select candidates for interviews
- Update WBS (work breakdown schedule) and begin following tasks:
 - Identify all organizations and functional units that are involved with any part of the CTC end-to-end process.
 - Identify all functions of each unit.
 - Investigate and understand current CTC fiscal:
 - Business processes
 - Data flows and relationships
 - Begin CTC end-to-end process mapping
 - Develop Communications Plan
 - Develop Quality Assurance Plan
 - Develop Risk Management Plan
 - Develop Change Management Plan and Exceptions Process
 - Maintain and manage Issues Log
 - Implement project document management processes and tools
- Investigate process to establish Gatorlink accounts for Shands UF and UFP Project Members
- Acquire MS Project & Visio software
- Knowledge Transfer – Gartner ‘Business Process Management’ Summit (Feb 4-8)

Issues:

- Approach to project work and ongoing operations
- Document Sharing resources