

## **Clinical Trials Compliance Information Management (CTC IM) Project Status Report – March, 2008**

### **Accomplishments: February 29, 2008 – March 27, 2008**

- Project Charter Finalized
- Project Team members divided into two Work Groups. Continue working on:
  - CTC Process Mapping
    - Identified all stakeholder organizations and key roles/functions
    - Continue mapping current state CTC process
  - Communications Plan (immediate and long-term needs of CTC)
    - Identified existing communications mechanism within key stakeholder organizations
    - Designing Pre-Survey and implementation plan
- CTC Sharepoint site established. Initially will use to support sub process for completing CTC Study Registration Form.
  - Developing Business Process/Workflow for sub process
  - Documenting procedure
  - Identifying users
  - Establishing Gatorlink Accounts for Shands and UFP Users
  - Developing training plan
  - Developing communications plan
- Determining impact and relationship to CTC IM Project: Shands 'Pt K Account' Initiative, Device Trials Group, Medicare Clinical Trial Modifiers
- Senior Business Process Analyst (New Hire):
  - Search completed and candidate selected. Start date: TBD
- CTC IM Project Website initiated:  
<http://www.health.ufl.edu/aiss/projects/ctc/index.php>

### **Tasks: March 28 - April 24**

- Orient and Train Senior Business Process Analyst
- Continue CTC Process Mapping of current state process and begin gap analysis
- Complete Pre-Surveys of Principal Investigators and Coordinator
- Launch Sharepoint for CTC Study Registration Form sub process
- Plan data collection methodology regarding current Information Systems
- Complete Phone Interviews with AAHC Peer Institutions
- 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:**

- Approach to project work and ongoing operations
- Need to identify potential additional CTC IM Project budget needs for FY 2008/09