

One-time implementation requirements (each province or major region)
 Ongoing implementation requirements (each “wave” or major discipline/organization)

Launch Lead Time	Start Date	End Date	Task / Deliverable	Document / Resource	Responsibility
4 months			<ul style="list-style-type: none"> Finalize process for PIA approval/submission Obtain PIA template Draft Privacy Impact Assessment (PIA) 	<ul style="list-style-type: none"> PIA template 	<ul style="list-style-type: none"> Project Coordinator HSPnet Director
			<ul style="list-style-type: none"> High-level profile of participating programs and agencies 	<ul style="list-style-type: none"> Implementation Planning Survey 	<ul style="list-style-type: none"> Participating PA/RA
3 months			<ul style="list-style-type: none"> Launch project webpage 	<ul style="list-style-type: none"> New login page 	<ul style="list-style-type: none"> Training Manager
			<ul style="list-style-type: none"> Identify Data Sources for receiving sites; obtain sample data Define processes for data extract/transfer 	<ul style="list-style-type: none"> Source data template 	<ul style="list-style-type: none"> HSPnet Director Project Coordinator Data Source stewards
			<ul style="list-style-type: none"> Define processes for student data extracts 	<ul style="list-style-type: none"> Student upload template 	<ul style="list-style-type: none"> Project Coordinator Data Source stewards
			<ul style="list-style-type: none"> Finalize Project Charter Finalize evaluation plan Finalize communications plan 	<ul style="list-style-type: none"> Project Charter Evaluation Plan template Communications Plan template Workbook templates 	<ul style="list-style-type: none"> HSPnet Director HSPnet Director Project Coordinator
			<ul style="list-style-type: none"> Review workbooks 		<ul style="list-style-type: none"> Project Team
2 months			<ul style="list-style-type: none"> Draft Training Plan 	<ul style="list-style-type: none"> Training Plan (see below) 	<ul style="list-style-type: none"> Training Manager
			<ul style="list-style-type: none"> Complete Training Arrangements (computer lab, AV, register trainees) 	<ul style="list-style-type: none"> Training Checklist 	<ul style="list-style-type: none"> Project Coordinator
			<ul style="list-style-type: none"> Complete workbooks 	<ul style="list-style-type: none"> Workbook templates 	<ul style="list-style-type: none"> Participating PA/RA
			<ul style="list-style-type: none"> Complete Data Source preparation 	<ul style="list-style-type: none"> Data Preparation Instructions 	<ul style="list-style-type: none"> Participating PA/RA
			<ul style="list-style-type: none"> Table Planning Session 	<ul style="list-style-type: none"> ASSD table overview 	<ul style="list-style-type: none"> HSPnet Director Project Team
			<ul style="list-style-type: none"> Customize Student Consent form Distribute Consent forms and handouts; collect signed forms 	<ul style="list-style-type: none"> Consent Form Student/Instr. Handouts 	<ul style="list-style-type: none"> Participating PA

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2-4 weeks			<ul style="list-style-type: none"> Evaluate Workbooks and processes to date 	<ul style="list-style-type: none"> Workbook evaluations Participant surveys 	<ul style="list-style-type: none"> Participating PA/RA
			<ul style="list-style-type: none"> Enter workbook data into HSPnet 		<ul style="list-style-type: none"> HSPnet Trainer
			<ul style="list-style-type: none"> Request network ID's and test email from computer labs 	<ul style="list-style-type: none"> Training Checklist 	<ul style="list-style-type: none"> Project Coordinator
			<ul style="list-style-type: none"> Collect preceptor data 	<ul style="list-style-type: none"> Staff upload template 	<ul style="list-style-type: none"> Project Coordinator Receiving Sites
2 weeks			<ul style="list-style-type: none"> Upload source data (receiving sites) Review uploaded data 		<ul style="list-style-type: none"> HSPnet Director Participating PA/RA
			<ul style="list-style-type: none"> Send Training Confirmation Notices 	<ul style="list-style-type: none"> Training Checklist 	<ul style="list-style-type: none"> Project Coordinator
			<ul style="list-style-type: none"> Upload preceptor data 	<ul style="list-style-type: none"> Staff upload template 	<ul style="list-style-type: none"> HSPnet Director
Launch Week 1			<ul style="list-style-type: none"> PA Training – HSPnet Setup, Creating & Managing Placements (1.0 to 2.0 days) 	<ul style="list-style-type: none"> Course Outline PC-1A/1B, PC-2A/2B 	<ul style="list-style-type: none"> PA Trainees
Launch Week 2			<ul style="list-style-type: none"> Phone/email follow-up as needed 		<ul style="list-style-type: none"> HSPnet Trainers Participating PA/RA
			<ul style="list-style-type: none"> Complete generation of outgoing requests 		<ul style="list-style-type: none"> Participating PA
Launch Weeks 3-4			<ul style="list-style-type: none"> RA Training – Managing Incoming Placements (0.5 to 1.0 day) 	<ul style="list-style-type: none"> Course Outline RC-1A/1B 	<ul style="list-style-type: none"> Receiving Sites
			<ul style="list-style-type: none"> Phone/email follow-up as needed 		<ul style="list-style-type: none"> HSPnet Trainers Receiving Sites
2-4 weeks before Term start			<ul style="list-style-type: none"> RA “Completer” (0.5 day) PA “Completer” + Assignment (0.5 day) 		<ul style="list-style-type: none"> HSPnet Trainers Participating PA/RA
Term Start			<ul style="list-style-type: none"> User Satisfaction Surveys 	<ul style="list-style-type: none"> Online survey 	<ul style="list-style-type: none"> Participating PA/RA
Reporting & Debrief			<ul style="list-style-type: none"> Review evaluation, survey results 		<ul style="list-style-type: none"> HSPnet Director Participating PA/RA