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Introduction
This project plan is intended to be used as an example in organizations wishing to develop an implementation strategy of their own. The project plan demonstrates how and when implementation of the RNAO BPG will occur, by showing the major milestones of the project, and the activities and resources required to meet these goals.
### DEVELOP BUDGET AND PROJECT PLAN

- Determine Project Management Team (PMT) membership
- Recruit PMT members (posting/recommendation)

### ACP FELLOWSHIP

- Recruit fellow (posting/recommendation)
- Support fellowship proposal writing

### COMMUNICATION

- Develop PowerPoint intro for PMT committee
- Evaluate effectiveness of previous communication strategies
- Develop presentation about BPGs (recommendations) and evidence-based practice
- Plan and schedule presentations to key stakeholders
- Formalize communication plan
- Create corporate poster about components of BPGs

### ASSESSMENT

- Complete organizational assessment with BPG template from Toolkit
- Conduct focus groups (nurses/CRNs/CCs) re: implementation and needs
- Develop/obtain nursing knowledge needs assessment tool
- Assess nursing knowledge & needs of all staff

### EDUCATION

- Review RNAO Health Education Fact Sheet if available
- Develop guideline topic related workshop
- Purchase/develop guideline topic related videos
- Develop guideline topic related Communities of Learning
- Schedule workshop
- Develop cue cards
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<tbody>
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<td>Task 1</td>
<td>Create or review existing case-based scenarios</td>
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<td>Task 2</td>
<td>Invite all implicated staff to workshop</td>
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<td>Task 3</td>
<td>Implement workshop</td>
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<td>Task 4</td>
<td>Review and revise if needed content in employee orientation</td>
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**NURSING DOCUMENTATION**
- Review documentation tools and revise as needed

**QUALITY MANAGEMENT/EVALUATION**
- Review/develop policy related to guideline topic
- Submit policy for stakeholder review
- Conduct chart audits related to guideline topic
- Develop plan to evaluate group practice functioning
- Assess group functioning pre and post implementation
- Review Picker satisfaction survey for inclusion of BPG indicators
- Identify evaluation indicators and include in chart audit
- Evaluate nursing education
- Identify performance indicators and include in performance appraisal tool
- Conduct discharge client surveys
- Evaluate post nursing knowledge
- Assess performance annually using revised performance assessment tool

**SUSTAINABILITY**
- Related content in employee orientation
- Involve nurses in chart audit process
- Cue cards/posters
- Documentation forms
- Role-modelling by senior staff/nursing leaders
- Create plan for communication updates
- Ongoing education and support for all staff
- Case-based scenarios for discussion at group practice
- Performance reviews