

Information Systems Strategic Plan Project Overview.

Objective

Consistent with the Information Management Accreditation recommendations the objective of this project is to build a 3 – 5 year information systems strategic plan for the three district health authorities South West, South Shore and Annapolis. The information systems strategic plan is an overall plan that ensures the alignment of the information services resources, initiatives and projects with the goals and objectives of the health authority districts.

Description and Plan

The project will collect the Visions, goals, strategic plans, current initiatives and future initiatives for the period 2004 - 2009 of the South West, South Shore and Annapolis Valley district health authorities. The project will build a list of existing initiatives and align these with the goals and strategic plans of the districts.

The major steps in the plan are as follows

1. Meet with the Managers/Directors reporting to the executive teams to collect a high level list of initiatives and identify the department representatives to collect the detailed information required.
2. Identify and document the initiatives and plans from external sources such as the Department of Health.
3. Gather the potential and existing initiatives and ideas through the representatives of each department.
4. Summarize the existing projects and future potential initiatives for each district.
5. Align these projects, concepts and initiatives with the strategic plan and goals of each district
6. Build a high level time line and resource plan of the initiatives
7. Build and Present the strategic plan.
8. Process for maintenance of the strategic plans

The information will be gathered through visits, phone calls and emails with department representatives by the project coordinator. This data will be aggregated into four separate plans one for each District Health Authority and a shared plan, all to become a component of the Information Management Plan.

Although it is understood that general high level requirements will be collected for the departments it is not intended for this exercise to define individual project requirements or to perform an information technology needs assessment. The scope of the project encompasses only the identification and high level time line of the projects and initiatives that are related to Information systems.

The proposed plan and deliverables for the project are as follows:

Deliverable	Target Date	Comments
Project description and plan Communication	May 17	
Introduce project to executive for each DHA (AV, SW, SS)	May 31	
Identify departmental representatives and high level initiatives (AV, SW, SS)	June 7	
Send Communication to Dept Reps	June 14	
VP Ops Update status	July 20	Agenda item on monthly meeting
Summarize Information from department reps	July 23	
Process for maintenance of the strategic plans	July 30	
Four Strategic plans (SWDHA, SSDHA, AVDHA, Tri-District)	Aug 13	
Present plan and project for each DHA	Aug 20	

Types of Questions

- Goal and vision oriented questions
- Questions about existing projects and planned projects
- Questions to identify information management elements that are good candidates for automation