

My rehab, my journey - Gadjigadji

Quick guide to implementation planning



Timeline	Phase	Purpose	Steps	Tools	Communication	Project management
0-3 months	Project planning and initiation	A planned approach with timelines	<ul style="list-style-type: none"> Establish a small multi-disciplinary project team. Appoint a ward champion(s) (cultural advocate). Liaise with Aboriginal Liaison Officer/social work department. Establish roles, responsibilities for each team member and timelines. Develop a communication plan. Discuss evaluation approach. 	<p>Project plan (use this document as a guide)</p>	Communication	Project management
3-6 months	Assess	To conduct a Gap analysis Establish priority areas	<ul style="list-style-type: none"> Conduct an assessment of the service using the provided service audit tool. Steering committee identify priority areas. Think about quick wins and longer term change. 	<p>Implementation timeline Gantt chart</p> <p>Service audit tool</p>		
6-9 months	Operationalise	Implement change	<ul style="list-style-type: none"> Identify action items. Review progress against the plan. Monitor using service audit tool. 	<p>Cultural safety survey</p> <p>Communication plan</p>		
9-12 months	Evaluate	Assess the impact	<ul style="list-style-type: none"> Use patient survey at discharge and review comments. Repeat service audit tool. Communicate the change and outcome to the ward team. 			



© State of New South Wales (Agency for Clinical Innovation) 2020.

[Creative Commons Attribution-NonCommercial 4.0 licence.](#)

For current information go to: aci.health.nsw.gov.au

The ACI logo is excluded from the Creative Commons licence and may only be used with express permission.

Artwork by Danielle Mate Sullivan and is not creative commons.

