

**IMPLEMENTATION OVERSIGHT OF TTI WHOLE HEALTH INITIATIVE**

Task #	Task Description	Duration	Start Date	Finish Date	% Complete	Predecessor	Notes	Resource Name
1	<b>Implementation &amp; oversight of TTI Whole Health program</b>	<b>74 days</b>	<b>12/01/09</b>	<b>03/12/10</b>	<b>40%</b>			Gaye, Trish
2	<b>Getting started - project kick-off</b>	<b>64 days</b>	<b>12/01/09</b>	<b>02/26/10</b>	<b>73%</b>			
3	RBHA receives notification of grant approval	4 days	12/01/09	12/04/09	100%		grant approved for total of \$111,000; see application for details	
4	Initial conference call with AZDHS initiative coordinators	9 days	12/01/09	12/11/09	100%			
5	Follow up meeting at RBHA to identify project team participants	1 day	12/14/09	12/14/09	100%	4	include Chris, David, Gaye, Trish, Jen Perelli, Steven, Maria, Gary/Anna, Roni	
6	Chris to follow up with David re: contract with L. Fricks for training & ongoing training support	1 day	12/15/09	12/15/09	100%	5	Gaye confirmed verbal contract in place	
7	Provide information to AZDHS re: status of contract with L. Fricks and plans for initial training	5 days	12/15/09	12/21/09	100%		Gaye provided additional information to Claudia & Paige re: plans for initial training	
8	Chris to follow up with Gaye/Trish re: involvement of R&R in training and ongoing project support	1 day	12/15/09	12/15/09	100%	6SS	Chris & Gaye will co-lead this program implementation	
9	Chris to follow up with David re: providing medical director support for program	10 days	12/15/09	12/28/09	100%		Anna Scherzer will provide medical director support in interim; also considering involvement of PNO medical director(s) or clinic psychiatrist(s)	
10	Chris to follow up re: how supplies and lab testing will be reimbursed	54 days	12/15/09	02/26/10	50%		per application, "cost reimbursement requires review & approval of State Procurement Office; AZDHS may approve fixed prices"	
11	Schedule follow up workgroup meeting to determine next steps	9 days	12/01/09	12/11/09	100%		meeting held 12/29/09; project plan updated; added Sandra Dale to project team	

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12	Respond to 12/24/09 memo from Paige Finley re: input for TTI kick-off meeting	5 days	12/29/09	01/04/10	100%	9	NASMHPD kick off meeting scheduled 1/6 - 1/7/10; Paige and Claudia to attend	Gaye, Chris
13	<b>Involve PNO leadership on project team</b>	<b>16 days</b>	<b>01/05/10</b>	<b>01/26/10</b>	<b>100%</b>			
14	Schedule initial meeting with PNO leadership and RBHA project team	14 days	01/05/10	01/22/10	100%	12	meeting held 1/13/10 with PNO leaders at RBHA; follow-up meeting scheduled 1/28/10	Project Manager
15	Determine who will participate on project team and frequency of meetings	2 days	01/25/10	01/26/10	100%	14	agreed to meet weekly thru January 2010 & then every other thru March 2010	Gaye, Chris
16	<b>Initial training for peer coaches/mentors</b>	<b>40 days</b>	<b>12/04/09</b>	<b>01/28/10</b>	<b>100%</b>			
17	Larry Fricks to send proposal to Gaye	40 days	12/04/09	01/28/10	100%			
18	Schedule initial training sessions	1 day	12/16/09	12/16/09	100%	8	sessions scheduled 1/26, 1/27, & 1/28/10 at MIKID	Gaye
19	Prepare training session invitations	15 days	12/17/09	01/06/10	100%	18		Gaye
20	Distribute training session invitations	5 days	01/07/10	01/13/10	100%	19		Gaye, Trish
21	Confirm availability of equipment needed for training, e.g. projector, laptop, etc.	7 days	01/14/10	01/22/10	100%	20		Project Manager (PM)
22	Finalize preparations	7 days	01/14/10	01/22/10	100%	20		Gaye,PM
23	<b>Hire full-time/part-time analyst (per grant specifications)</b>	<b>25 days</b>	<b>12/29/09</b>	<b>02/01/10</b>	<b>86%</b>			
24	Chris/Gaye to prepare job description for position	9 days	12/29/09	01/08/10	100%	9		
25	David to review job description and approve for posting	3 days	01/11/10	01/13/10	100%	24		
26	Position to be posted	2 days	01/14/10	01/15/10	100%	25		
27	Interview potential candidates	10 days	01/18/10	01/29/10	100%	26		
28	Candidate selected and start date confirmed	1 day	02/01/10	02/01/10	0%	27		
29	<b>Develop program protocols</b>	<b>64 days</b>	<b>12/01/09</b>	<b>02/26/10</b>	<b>16%</b>			
30	Determine # of sites (clinics) that will participate	30 days	12/29/09	02/05/10	75%	9	each PNO asked to design individualized program protocols	
31	Select participating sites (clinics)	30 days	12/29/09	02/05/10	75%			
32	Determine who will participate at each site	30 days	12/29/09	02/05/10	75%			

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33	Develop outcome measures	30 days	12/29/09	02/05/10	75%		some outcome measures defined in proposal; PNOs may add additional measures, e.g. smoking reduction or cessation, and other recipient self-reported measures of perceived wellness	
34	Determine how tracking logs will be maintained	64 days	12/01/09	02/26/10	25%		consideration being given to designing journals for participating recipients	
35	Determine who will collect & aggregate data	44 days	12/29/09	02/26/10	25%		should be program analyst	
36	Determine incentive plan for PNO staff and recipients	44 days	12/29/09	02/26/10	25%		incentives can be based on participation and outcomes	
37	Meet with each PNO individually to finalize plan protocols	52	12/01/09	02/12/10	0%			
38	<b>Marketing</b>	<b>30 days</b>	<b>02/01/10</b>	<b>03/12/10</b>	<b>0%</b>			
39	Develop marketing materials	20 days	02/01/10	02/26/10	0%	37	to include brochures, flyers, tee shirts, etc.	
40	Distribute marketing materials	10 days	03/01/10	03/12/10	0%	39		
41	<b>Monthly narrative report to Paige</b>	<b>45 days</b>	<b>12/01/09</b>	<b>02/01/10</b>	<b>0%</b>			
42	First monthly reports sent	45 days	12/01/09	02/01/10	0%			