

PATHOLOGY SERVICES TRANSFORMATION BOARD MEETING
PSB4 / 29 JULY 2010 / FOR INFORMATION

Change Control Form

Section 1		
Project:	Transforming Pathology Services	Change Number: 001
Identification of Aspect to be changed	Approval of the Strategic Outline Business Case	
Change Details:	<p>According to the project plan incorporated in the Project Initiation document, the Strategic business case should be presented at the Project Board meeting in September for an initial approval and then presented at EoE Operations Board meeting October for a final approval for implementation stage.</p> <p>Due to tight timescales around the project and difficulties due to the holiday period, it is proposed that the Strategic Outline Business Case be presented at an early November Project Board meeting for initial approval. The Case will then be presented at the EoE operations Board meeting on 18th November 2010 for final approval. This will ensure that effective engagement takes place with commissioners and others, where necessary, and that sufficient and appropriate information is available to prepare the Case.</p>	
Requestor of Change:	Andrew MacPherson	Date Raised: 23/07/2010
Section 2		
Impact:	After a through assessment of the impact of the change to the project, it has been agreed that the change adds 4 weeks to the agreed timeline of the project and will impact on the implementation stage (Stage 3) commencement date.	
Suggested Outcome:	Reject or Action	Date Investigated:
Section 3		
	Signature	Date
Authorised By:		
To be implemented by:		
Implementer:		

How to use this form:**Change Requestor completes all boxes in section 1****Project Manager completes section 2****Authoriser and Implementer completes section 3****Transforming Pathology Services Project Revised Timeline**

Agreed Date	Revised Date	Activities
23 rd July	23 rd July	Deadline for Project Board papers
23 rd June	26 th July	Strategic Outline Business Case development commence
29 th July	29 th July	TPS Project Board Meeting
23 rd June	2 nd August	Scheduled teleconference meeting with the Clinical Design Subgroup to discuss TRT and Service delivery Options
N/A	w/c 2 nd August	Commissioning Subgroup kick off teleconference to confirm outputs, process and timelines
N/A	w/c 16 th August	First draft service delivery options from Clinical Design Subgroup
30 th July	6 th -7 th September	Commissioning Workshop- To test service delivery options developed by the Clinical Design Subgroup
N/A	13 th -14 th September	Send out workshop output to delegates for their response and comments
N/A	17 th September	Collate all responses and update output with comments from delegates.
N/A	21 st September	Send out updated workshop output to the Clinical Design Subgroup for consultation.
22 nd September	22 nd September	Deadline for Project Board papers
28 th September	28 th September	Scheduled TPS Project Board Meeting
N/A	4 th October	Collate all responses and update Service Delivery Model Options and the preferred options
August 2010	8 th October	Service Delivery Models Financial costing exercise commences
N/A	15 th October	Completion of 1 st costing exercise deliverable - High level costs of delivery and estimated potential savings
August 2010	18 th October	Provider Workshop to gather ideas for the implementation plan.
August 2010	20 th October	Completion of detailed Service Delivery models financial costing exercise. (2 nd deliverable)
28 th September	28 th October	Completion of Draft Outline Business Case and submission to the TPS Project Board
28 th September	4 th November	TPS Project Board Meeting to review OBC and authorisation for submission to the EoE



		Operations Board
13 th October	8 th November	If approved by the TPS project Board, OBC will be submitted to the EoE operations Board for final approval
21 st October	18 th November	East Of England Operations Board meeting for OBC approval.
N/A	16 th December	TPS Project Board Meeting