

Project Components

Prepatory Phase

Tasks and Subtasks

Identify dedicated staff or team

Identify Leadership sponser

Identify Other staff involvement

Determine Budget

Develop recruitment strategy

Create selection criteria

Develop application

Develop interview questions

Develop hospital staff orientation

Develop PFAC Orientation

Determine Orientation objectives

Create orientation material

Determine staff participation

Recruitment

Finalize application

Finalize interview questions

Draft posters and recruiting material

Finalize posters and recruiting material

Request at least 3 recommendations from all departments

Write up in hospital and/or community newsletter

Present to patient education groups, or community groups

Candidate Review

Review completed applications

Conduct in person or phone interview

Determine PFAC membership

Invite members

Orientation and Training

Conduct orientation

PFAC members complete volunteer requirements

Develop plans for ongoing education

Infrastructure Development

Mission Statement

Present mission statement

Discuss how mission will be accomplished

Logistics

Determine meeting times

Determine meeting location

Determine parking arrangements

Determine meal arrangements

Confidentiality

Discuss confidentiality

Members sign confidentiality agreement

By Laws

Establish goal number of PT/Family members

Establish goal number of staff members

Determine staff participation

Determine suggested membership term

Define roles

Plan First Meeting

Draft bylaws

PFAC review bylaws

Bylaws approved

Agenda

Create agenda for first two meetings

Develop process for PFAC agenda development

Recruit co-chairs

Develop icebreakers, hospital tours

Who is Responsible	Target Date	Status
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Notes