



SPECTRUM HEALTH SYSTEM MASTER PLAN

CORE TEAM MEETING 648 Monroe 4th Floor Suite Rm 446

Conference Line Info:

1-800-531-3250 Code: 3541650 PIN # 8292

Webex Meeting number: 598 008 801

Tuesday, June 18, 2019

AGENDA ITEM		TIME
1. Review Action Items from 6/13/2019 meeting	Eileen T.	11:00
2. Review Workplan	Eileen T.	11:20
Confirm milestones		
Interview Lists, Scheduling and Logistics		
Site Visits Scheduling and Logistics		
3. Other and next steps	Eileen T.	11:40
4. Adjourn		11:50

NOTE: ALL ARE ENCOURAGED TO FORWARD AGENDA ITEMS AT LEAST 24 HOURS PRIOR TO OUR MEETING TO HELP US MAKE BEST USE OF EVERYONE'S TIME.

SPECTRUM HEALTH MASTER PLAN

CORE TEAM MEETING NOTES / ACTION ITEMS

NAVIGANT **nbb**j

Project: SPECTRUM HEALTH SYSTEM MASTER PLAN
Meeting Date: 6/18/2019
lssue Date: 6/18/2019 Issue Date: 6/18/2019 Prepared By: E. Trimbach

Participant	Present	Participant	Present	Participant	Present
Alan Kranzo	Yes	Donald Bellefeuille	Yes	Nico Bracco	Yes
Sean Easter	Yes	Paula Buick	Yes	Sarah Mueller	Yes
		Mike Romano	Yes	Eileen Trimbach	Yes
		Lindsley Withey	Yes	Ryan Hullinger	No
		Sushil Bose	Yes	Kim Way	Yes



648 Monroe 4th Floor Brass Works Building Suite 400 PROJECT INITIATION MEETING Meeting Location: Meeting Purpose:

Note: Information being documented represents our best understanding of the discussions held and decisions reached at this meeting. Please report any inaccuracies within 48 hours. Items indicated as action items may affect project budget and/or schedule and require immediate attention by the responsible party.

WEBEX MEETING INFORMATION

Meeting number: 598 008 801 Conference Line: 800-531-3250, Code: 3541650, PIN# 8292

No.	ACTION	RESPONSIBLE	OPEN	DUE	PROGRESS/RESOLUTION	STATUS
	Provide organization's Structure, Leadership Structure, Delivery System.	Alan Kranzo	6/13/2019	6/21/2019	Requested from Work Day team	On Track
	Format for bi-weekly executive report outs.	Alan Kranzo	6/13/2019	6/14/2019		Completed
	Sharefile Site available to the team.	Eileen Trimbach	6/13/2019	6/19/2019	Sharefile site requested.	On Track
	Mobilize Data Request.	Sean Easter	6/13/2019	6/21/2019	Kick off to be scheduled with the Data team. E.	On Track
					Trimbach will send the most recent data	
					request form.	
	Assign Overall Data Management champion for Spectrum Health.	Sean Easter	6/13/2019	6/21/2019	Sean is Champion.	Complete
	Assign Data Management representatives for each Service Line.	Alan Kranzo	6/13/2019	6/28/2019		On Track
	Execute Notice to Proceed.	Alan Kranzo	6/13/2019	6/28/2019	Will send executed version today.	Complete
	Mobilize Contract (Master Service Agreement, BAA, SOW)	Alan Kranzo	6/13/2019	6/28/2019	Draft within 2 days.	On Track
	Provide list of service line leadership needed for the interview process.	Paula Buick	6/13/2019	6/28/2019	Paula sending today.	Complete
	Include key questionaires.					
)	Team office space when on-site.	Sean Easter	6/13/2019	6/18/2019	Suite 410 - Procedure/Work Room	Complete
L	Outline process, major project goals and topical issues of importance for	Mike Romano	6/13/2019	6/21/2019	Will begin discussions this week.	On Track
	discussion at our first Executive Meeting.					
2	Gather case studies for topical issues: Models of Care, Rural Clinics,	Sushil Bose	6/13/2019	6/28/2019	Select case studies/national best practice to be	On Track
	Transition of Care, Call Center/Patient Navigation, Micro Hospital, Team				prepared by end of next week.	
	Based Care Models, Interventional Platform.					
3	Schedule meeting with Health Strategy Team.	Sean Easter	6/13/2019	6/28/2019	Develop a Strategy Team kick off meeting	On Track
					agenda in July while team is onsite.	
ļ	Assign Stake Holders representatives to be part of the CORE team.	Sean Easter	6/13/2019	6/28/2019		On Hold
,	Alan to meet with Paula McKenzie to develop a communication plan.	Alan Kranzo	6/18/2019	7/8/2019		On Track
;	CAD files, Site Information, Facilities Condition Assessment to team	Sean Easter	6/18/2019	6/21/2019		
7	Business strategy plan and current campus plan information to team.	Alan Kranzo	6/18/2019	6/26/2019		
3	ProLease representative contact information to team.	Sean Easter	6/18/2019	6/21/2019		
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The organization's expectation for the team, is that site visits and/or interviews do not start prior to the scheduled Leadership Kick off meeting. 2 Design team is to assign the right staff members to attend the Leadership Kick off, interviews and site visits. 3 The final project's Sharefile site has been set up. Eileen will send the sharefile link to the team. 4 Sean will provide the team with facilities CAD drawings and any Site information available including Facilities Condition Assessment. 5 Alan will provide the team with existing business strategy plan and any current campus plan informaton. 6 Sean will provide the team with ProLease software contact informationto obtain specific room data. 7 Workplan was reviewed. Added Leadership Kickoff meeting and adjusted site/interview visit extent. Refer to attached document. 8 NEXT STEPS: 1) Mobilize Data Request 2)Provide CAD files, campus/site/organizational business strategy information to team 10 NEXT MEETING: Tuesday June 25, 2019. 11 **END OF NOTES**

	PROJECT WORKPLAN																	
			HOUDAY				HOLIDAY					HOLIDAY		HOLIDAY HOLIDAY	I			
INTERNAL TEAM MEETINGS	INT	INT INT	INT	INT INT	INT INT	INT INT INT	INT	INT INT INT	T INT	INT INT INT	INT INT	INT	INT INT INT		INT INT	INT INT INT INT	INT INT INT	
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					PHASE 1 - PREPARATION AND A	INALYSIS												
DELIVERABLE							PHAS	SE 2 - INITIAL SCENARIO DEVELOPMENT					PRESENT DRAFT MP		IMPLEME	NTATION PLAN	EXECUTIVE SUMMARY	
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MILESTONE		PREP	KICK OFF WITH LEAD	DERSHIP INTERVIEWS/SITE TOU	is				CONFIRM MODEL OF CA	IE.	REFINED SCENARIO SELECTION					PHASE 4 - CLIENT REVIEW/APPROVAL	FIN	AL PRODUCTION DELIVERABLE
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PHASE 1 A - MOBILIZE	0,572019 871072019	MOBILIZE	7/1/2015 7/8/2015	7/15/2015 7/22/2015	7/25/2015 6/5/2015 8	8/12/2019 8/19/2019 8/20/20	15 3/2/2015 3/3/2015	3/10/2013 3/23/2013 3/30/2	10/7/2019	10/14/2015 10/21/2015 10/28/	015 11/4/2015 11/11/2015	11/18/2019 11/23/2019	12/2/2019 12/9/2019 12/16/	015 12/25/2015 12/30/2015	1/6/2020 1/15/2020 1/2	0/2020 1/27/2020 2/3/2020 2/10/20	2/17/2020 2/24/2020 3/2/20	3/3/2020 3/16/2020 3/23/2020
PHASE 1 A - MOBILIZE CONTRACT IN PLACE	PRASE 1	MOBILIZE																
CONTRACT IN PLACE PROJECT SET UP / COORDINATION CLIENT KICK OFF AND PREP	mrn .		INTERVIEWS	AND SITE TOURS														
FINALIZE SCOPE, WORK PLAN AND DELIVERABLES DATA REQUEST	PREP																	
DATA RECEIVED																		
PROJECT GOVERNANCE STRUCTURE & MEMBERSHIP INTERVIEWS LISTS AND QUESTIONAIRES																		
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PHASE 1B - REVIEW AND EVALUATION					PHASE 1B - REVIEW AT	ND EVALUATION			-4	h -								
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STRATEGIC IMPERATIVES AND CARE DELIVERY GOALS DETERMINED CLINICAL CAPACITY TARGETS (INPATIENT AND OUTPATIENT)											108							
NATIONAL BEST PRACTICE CASE STUDIES PRIORITIZATION AND DECISION MAKING FRAMEWORK DETERMINED															41			
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PHASE 2 - INITIAL SCENARIO DEVELOPMENT							PHAS	SE 2 - INITIAL SCENARIO DEVELOPMENT										
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KEY ADJACENCY DIAGRAMS / BUBBLE CONCEPT DIAGRAMS										W W					(a)	2000000		
SERVICE DELIVERY CONCEPTS SITE USE AND MASSING DIAGRAMS																	41	
PHYSICAL ORGANIZING DIAGRAMS / STACKING DIAGRAMS PRELIMINARY FINANCIAL IMPACT ANALYSIS																	200	
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PHASE 3 - REFINED SCENARIO DEVELOPMENT											-danage-	PHASE 3 - REFINED SCE	NARIO DEVELOPMENT			2500	200 HEEZEEEEE 2000E	
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PHASE 4 - CLIENT REVIEW AND APPROVAL																PHASE 4 - CLIENT REVIEW AND APPROV	L FIN	AL PRODUCTION DELIVERABLE
REFINED SET OF OPPORTUNITIES AND EXPECTED BENEFITS PRIORITIES AND PHASING WITH RESPECTIVE RATIONALE																		
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