LCH Quality account project plan

	December				January 2013				February				March				April					May				June			
	10th	17th	24th	31st	7th	14th	21st	28th	4th	11th	18th	25th	4th	11th	18th	25th	1st	8th	15th	22nd	29th	6th	13th	20th	27th	3rd	10th	17th	24th
Agree content for next year																													
Structure of document																													
Consultation with services and staff																													
Stakeholder engagement																													
Engagement with partners																													
Consultation on content - partenrs and public																													
Draft for formal comment for inclusion (OSC, Commissioners, Healthwatch)																													
Evaluation																													
Organisational approval																													
Review progress on priorities																													
Agreement on content																													
Identify priorities for next year																													
Sign off priorities for next year																													
Sign off final draft																													
SMT																													
Quality committee																													
Board																													
Document production																													
Draft 1																													
Final draft																													
Final proof																													
Department of Health submission																													
NHS Choices submission																													
Monitor sub mission																													
Evidence collection																													
Responsibility for collecting nationally mandated information																													
Quality Framework Reports																													
Performance Reports (CQUIN)																													
Audit and research reports																													
Workforce reports																													
Evidence form services (stories)																													
Benchmarking evidence																													