

Project Rollout Plan for Asthma Management Form

Project Task	Timeframe
<ul style="list-style-type: none"> • Notification to Sites about plan to release new/updated content. 	5 weeks prior to content rollout
<ul style="list-style-type: none"> • Notification to Sites about training opportunities for the Asthma Guidelines including. 	5 weeks prior to content rollout
<ul style="list-style-type: none"> • Notification to Sites with information on Webinar training opportunities. 	4 weeks prior to content rollout/ 2 weeks prior to training
<ul style="list-style-type: none"> • Reminder of Webinar training opportunities and link to recorded Webinar for content. 	3 weeks prior to content rollout/1 week prior to training
<ul style="list-style-type: none"> • Notification to sites with Guidelines FAQ's including the list of resources to assist with training staff on the Asthma Guidelines. 	3 week prior to content rollout
<ul style="list-style-type: none"> • Webinar training (3 live trainings over a week) 	2 weeks prior to content rollout
<ul style="list-style-type: none"> • Announcement to sites of content rollout with Content FAQ, Guidelines FAQ and link to recorded webinar 	1 week prior to content rollout
Content Rollout	
<ul style="list-style-type: none"> • Monitor Help Desk for issues related to content 	Ongoing following content rollout
<ul style="list-style-type: none"> • Update content based on Help Desk feedback. 	2-3 months post content rollout
<ul style="list-style-type: none"> • Send survey to User Community for feedback on content 	4-5 months post content rollout
<ul style="list-style-type: none"> • Gather survey data 	2-3 weeks after survey released
<ul style="list-style-type: none"> • Update content based on feedback from survey (if needed) 	1-2 months following survey results
<ul style="list-style-type: none"> • Update content based on changes to Guidelines and Site feedback 	Ongoing