

GANTT CHART - proposed timelines

Tasks	Relevant PGME member	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY
PGME CBME OPERATIONS TEAM														
General														
Send out introductory meeting materials	CK		✓											
Check-in	JVD						✓		✓		✓			

Elentra														
Finalize CV strategy and approach	SI		✓											
<i>Pilot Launches (max 3 EPAs to pilot in Elentra)</i>														
Complete CV translations	SI					✓	✓							
Build EPA forms	PM, CK						✓	✓	✓					
Go live date of pilot launches	PM								✓					
<i>Full Launches</i>														
Royal College files received and run through audit	PM							✓						
Assessment Plans' reviewed for all EPAs	SI								DUE					
Complete CV translations	SI							✓	DUE					
Build EPA forms	PM, CK									✓	✓	DUE		
All EPA forms published (end of June)	PM, CK												DUE	

Curriculum Plan														
Advise re. EPA curriculum & assessment mapping	SI				✓	✓	✓	✓	✓					

Assessment Overview														
Receive all non-EPA assessments	CK									✓				
Orphan competencies identified and presented to program	SI										✓			
Advise re. revising non-EPA assessment	SI											OPTIONAL		

Faculty & Resident Development														
Ongoing support: guest speaking, sharing resources	JVD				✓	✓	✓	✓	✓	✓	✓	✓	✓	
Resident development and orientation plans	JVD												✓	

PROGRAMS														
General														
Submit Program Profile before Introductory meeting				✓										
* Meeting: PGME CBME introduction	TEAM			✓										
Decide if pilot launching EPAs in Elentra	?			✓										
Decide if hybrid program applicable	?			✓										
Decide CBME ground rules	?							✓						
Consultation: CBME Director to review launch plan presentation	JVD						✓							
Present 'CBD launch plan - 1st stage' to PGME	PGME								DUE					

Curriculum Plan														
Begin basic blueprint of EPA curriculum and assessment maps					✓	✓	✓							
Schedule meeting: EPA curriculum & assessment mapping	SI							✓	✓					
Submit EPA curriculum & assessment map										✓	DUE			
Complete EPA curric & assessment map for resident audience									✓	DUE				
Revise rotation schedule for CBD							✓	✓	✓	DUE				

Competence Committee														
CC membership established	?						✓							
Create drafts of important documents							✓							
Conduct mock meeting(s)									✓				✓	
CC and RPC protocol & workflow established										✓				
Establish role of Academic Advisors								✓						
Determine documentation needed for reviewers											✓			

Suggested target date.

These are all suggestions for target dates. They are not hard deadlines, but it is suggested to space out the amount of work you are required to do.

Tasks	Relevant PGME member	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY
Determine communication to residents pre- and post-meetings											✓			
Request to observe another CC meeting (optional)	CK							✓			✓			

Assessment Overview														
Submit all non-EPA assessments to PGME (ITARs, STACER, etc.)	CK							✓						
* Meeting: review and/or update non-EPA assessments (optional); plan for missing competencies	SI								✓					
Plan for 360s or multisource feedback assessments									✓					

Suggested target date.

Elentra														
Submit Elentra form building questionnaire	CK				✓									
Submit drafts of EPAs as soon as available	CK	✓	✓	✓	✓									
<i>Pilot Launches (max 6 EPAs to pilot in Elentra)</i>														
Submit selection of EPAs	PM, CK, SI				✓									
* Meeting: CV translation	SI				✓									
Submit CV translations	SI					✓								
* Meeting: learn basics of Elentra	PM							✓						
Pilot EPAs in Elentra										✓	✓	✓	✓	
Provide feedback re. pilot	PM									✓	✓	✓	✓	
<i>Full Launches</i>														
* Meeting: CV translation	SI							✓	DUE					
Submit CV translations	SI							✓	✓					
Review EPA forms in Elentra for any corrections												DUE		

Faculty Development														
* Meeting: plan faculty development strategy	JVD					✓								
Faculty development strategy established								✓						
Conduct needs assessment				✓				✓						
Provide session on CBME background					✓				✓				✓	
Provide session on entrustment & EPAs									✓		✓		✓	
Provide session on ground rules in CBME										✓	✓		✓	
Provide session on coaching & feedback									✓		✓		✓	
Provide session on Elentra												✓	✓	
Provide session on faculty assessor reports and expectations													✓	
Outreach to distributed or outside of London faculty, if applicable						✓								
Outreach to off-service PDs												✓		

These are all suggestions for target dates. They are not hard deadlines, but it is suggested to space out the amount of work you are required to do.

Resident Development														
Resident orientation for CBME planned												✓	DUE	
Plan for checking in with residents post-launch: blocks 2-4												✓		
Plan for non-CBME residents and expectations, if applicable								✓						

suggested time for residency program to begin
 time-sensitive for program or PGME