|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **ReSPECT Adoption Process - Project Highlight Report** | | | | | | |  |
| *This highlight report updates the ReSPECT Programme Team at the Resuscitation Council UK about the project’s progress to date. It also provides an opportunity to raise any concerns and issues and alert them to any changes that may affect the project. Complete all fields where applicable and state “nil return” where there is nothing to report in this month.* | | | | | | |  |
| Organization |  | | | | | |  |
| Project Lead |  | | Clinical Lead | | |  |  |
| Report Date: |  | | Reporting period | | |  |  |
| Implementation Start Date |  | | Projected Launch Date | | |  |  |
|  |  | |  | | |  |  |
| **1.Project Status** | | | | | | | |
| Red-No evidence of existing implementation. No mitigating actions in place. No plan in place.  Amber- In plans but risks & issues associated with delivery. Mitigating actions in place but needs to be closely monitored.  Green – actions in place. Project is on Track. | | | | **Current**  **Status** | **RAG Status previous month:** | | |
|  | | | |  |  | | |
| Reason for current status: | |  | | | | | |
| **2. Progress since last Highlight Report (output focused)** | | | | | | | |
| Achievements/activities completed. | |  | | | | | |
| Slippage (give reasons): | |  | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **3. High level Milestones**  **(For detailed information on what is expected on each Milestone, kindly refer to the ReSPECT process-how to guide)** | **Projected Date of Completion** | **Actual Date of Completion** | **RAG** |
| Project Team Set up |  |  |  |
| ReSPECT Stakeholder Group Set Up |  |  |  |
| Conduct a Training Need Analysis |  |  |  |
| Develop an Education Strategy |  |  |  |
| Develop a Communication Strategy |  |  |  |
| Develop a ReSPECT Policy |  |  |  |
| Consider & develop electronic options for ReSPECT plan(optional) |  |  |  |
| Identify approach to adoption |  |  |  |
| Launch |  |  |  |

|  |  |  |
| --- | --- | --- |
| **4. High Level Risk** | **Mitigating Actions** | **RAG** |
|  |  |  |
|  |  |  |

|  |
| --- |
| **5. Any Issues to Escalate** |
|  |