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**Pathfinder Stage Plan Summary
- Review with Programme Board
26 August 2014**

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(1) Key Milestones

Task/Milestone	Date
Pathfinder CCGs Confirmed	12/09/2014
Formal Start CCG Pathfinder Projects	15/09/2014
MOUs Signed (including scope and success criteria)	29/09/2014
Patient Objection Lines Agreed with SofS	30/09/2014
Start of Fair Processing with patients / public	03/11/2014
Business Case Endorsed by Programme Board	30/11/2014
Programme Board Approval to extract	22/12/2014
Technical Platform Available	31/12/2014
Secure Data Facility Available	19/01/2015
Data Extracts available for viewing in Secure Data Facility	30/01/2015

(2) Key Risks

- Delay to formal start of local Projects due to local Governance arrangements.
- Unable to finalise materials due to delay in SofS agreeing Patient Objection Lines.
- GPs unwilling to confirm they have met their Fair Processing responsibilities.
- Materials available in practices / local area insufficient to raise awareness across practice population.
- MORI Poll Indicates insufficient increase in awareness and understanding.
- Stakeholders do not feel they have been sufficiently informed and involved.
- No marked increase in levels of awareness nationally.

(3) Planning Assumptions

Resources/communications

- Different communication will be used across CCGs but all will adopt some form of direct communication with patients e.g. letter, SMS, email.
- Resource/communication materials will be tested with CCGs/practice staff/Local HW for feedback and refinement ahead of being made available to patients/public.
- Patient/public feedback on materials will inform refinement ahead of further roll-out.

Fair Processing

- Programme to agree up front with CCGs what communication activities (and materials) will be delivered to support Fair Processing.
- As part of local extraction approvals a check will be made to confirm that activities have been delivered.
- Initial Fair Processing window will start when all versions of resources/materials agreed between local area and programme are available..

Decision to extract

- Business case must have entered approvals process ahead of data extraction.
- HSCIC Board approval to extract required ahead of Programme Board approval.

(4) Controls and Reporting

1. Weekly Pathfinder Checkpoint status meetings with each care.data stream (comms, research, ppv, implementation)
2. Weekly progress updates / information cascades between Programme Head and Regional Heads of Intelligence (RHol)
3. Regular reporting by programme against Plan into Programme Director, SRO and Programme Board
4. Local reporting arrangements agreed through MOU (between programme and each CCG). To include agreed roles and responsibilities, central support, delivery plan and governance arrangements.
5. Local reporting to include:
 - weekly highlight report produced by CCG for CCG board and programme
 - regular checkpoint/progress meetings between CCGs and respective RHol (and central programme where required)