HeSANDA SA Node Communication Plan (internal)

Contents

Revision History

Revision	Date	Name	Description of Revisions
V1	5.7.2022	Tamara Hooper	Original
V1.1	25.7.2022	Tamara Hooper	Update timelines

1. Purpose

This Communications Management Plan sets the communications framework for this project. It will serve as a guide for communications throughout the life of the project and will be updated as communication needs change. This plan identifies and defines the roles of persons involved in this project. It also includes a communications matrix which maps the communication requirements of this project.

2. Approach

The Project Manager will take a proactive role in ensuring effective communications on this project. The communication requirements are documented in the Communications Matrix of this document. The Communications Matrix will be used as the guide for what information to communicate, who is to do the communicating, when to communicate it and to whom to communicate. As with most project plans, updates or changes may be required as the project progresses or changes are approved. Changes or updates may be required due to changes in personnel, scope, budget, or other reasons. Additionally, updates may be required as the project matures, and additional requirements are needed.

3. Roles

3.1   HTSA Board

The HTSA Board members include key leads and influencers who will assist with the delivery of the project story, provision of support for the project and operational governance.

3.2   Steering Committee

The Steering Committee members include key leads and influencers who will assist with the delivery of the project story, provision of support for the project and operational governance. The Steering Committee provides strategic oversight for changes which impact the overall project and reports to the HTSA Board. The purpose of the Steering Committee is to ensure that changes within the project are affected in such a way that it benefits the project as a whole. The Steering Committee requires communication on matters which will change the scope of the project and its deliverables.

3.3   Node Lead

The Node Lead has overall accountability for the execution of the project.

3.4   Project Manager

The Project Manager manages day to day resources, provides project guidance and monitors and reports on the projects metrics as defined in the Project Plan. As the person with delegated responsibility for the execution of the project, the Project Manager is the primary communicator for the project distributing information according to this Plan.

3.5   Project team

The Project Team is comprised of all persons who have a role performing work on the project and includes the Node Lead, SAHMRI ICT Technical lead, HeSANDA Project Manager.

3.6   Key Stakeholders / Partners

Normally stakeholders include all individuals and organisations that are impacted by the project. For this project we are defining a subset of the stakeholders as Key Stakeholders. These are the HTSA (HeSANDA specific) and participating trial partners with whom we need to communicate with.

3.6.1   HTSA HeSANDA Partners

HTSA partners who are involved in this project are listed below.

- SAHMRI
- Flinders University
- CEIH
- University of Adelaide
- Torrens University
- University of SA
- SA Health
- CALHN
- ARDC

3.6.2   Participating trial partners

Participating trial partners (data custodians) are involved as part of HeSANDA phase 1 (testing of three trials).

- SAHMRI Women & Kids
- Flinders University

3.7   Technical Subcommittee

The Technical Subcommittee members include representatives from each of the HTSA HeSANDA partners. The purpose of the Technical subcommittee is to share knowledge of their data repository complexities, determine ownership and possible reconfiguration of existing systems.

3.8   Clinical Trial Community

The purpose of the clinical trial community group in HeSANDA phase 1 is to discuss processes, policies and approaches for HeSANDA moving forward i.e. phase 2. Those who will be impacted by the HeSANDA phase 2 are listed below.

- HREC Chairs
- HREC Managers
- Research Directors
- Clinical Trial Coordinators
- Academic / Clinical Researchers
- University Librarians

4.   Communication toolset

Project story
Website content (HTSA and ARDC)
Fact sheets (as required)
HTSA Newsletter

5. Communication matrix

Stakeholders/Audience	Objective	Method	Deliverable	Frequency / timeline
HTSA Board	Provide a summary report of the activities and progress which will assist the members when sharing the project story.	Virtual meeting	Report update	Quarterly
Steering Committee	Provide updates on project progress against deliverables, identifying new risks and issues, provision of information for members to share the project story.	Virtual meeting Email	Agenda Minutes Project story	Monthly
Technical subcommittee leads	Discuss and develop solutions to ensure systems are 100% HeSANDA compliant.	Virtual meeting Email	Agenda Minutes	Quarterly
Participating trial partners	Ownership and involvement in the development of business processes, and standard operating procedures for participating trials.	Virtual meeting Email	Work package Toolset	Bimonthly Adhoc
HREC Chairs	Provide information and raise awareness of the project as the first step. Subsequent engagements to develop policies, determine processes required for data sharing.	Hybrid meeting Email	Presentation Workshops Toolset	(1) Sept 22 TBD (2)
HREC Research Managers	Provide information and raise awareness of the project as the first step. Subsequent engagements to develop policies, determine processes required for data sharing.	Hybrid meeting Email	Presentation Workshops Toolset	(1) Sept 22 (2) TBD
Research Directors (LHNs)	Provide information and raise awareness of the project as the first step. Subsequent engagement to share governance processes as they develop.	Hybrid meeting Email	Presentation Workshops Toolset	(1) Sept 22 (2) TBD
Clinical Trial Coordinators (LHNs)	Provide information and raise awareness of the project as the first step. Subsequent engagement to share governance processes as they develop.	Hybrid meeting Email	Presentation Workshops Toolset	TBD
Academic/Clinical researchers	Provide information and raise awareness of the project as the first step. Subsequent engagement to share governance processes as they develop.	Hybrid meeting Email	Presentation Workshops	TBD
University Librarians	Provide information and raise awareness of the project as the first step. Subsequent engagements to develop policies and processes, share amongst local community, update systems.	Virtual meeting Face to face Email	Presentation Workshops	TBD
Clinical trial consumers	Provide information and raise awareness of the project as the first step. Subsequent engagement to seek feedback on data sharing processes/wording	Hybrid meeting Email	Presentation Workshops	TBD
HTSA partners (section 3.6.1)	No additional communication anticipated as partner representatives are on the HTSA Board and Steering Committee	N/A	N/A	N/A