## Project Rollout Plan for Asthma Management Form

<table>
<thead>
<tr>
<th>Project Task</th>
<th>Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>• <strong>Notification</strong> to Sites about plan to release new/updated content.</td>
<td>5 weeks prior to content rollout</td>
</tr>
<tr>
<td>• <strong>Notification</strong> to Sites about training opportunities for the Asthma Guidelines including.</td>
<td>5 weeks prior to content rollout</td>
</tr>
<tr>
<td>• <strong>Notification</strong> to Sites with information on Webinar training opportunities.</td>
<td>4 weeks prior to content rollout/ 2 weeks prior to training</td>
</tr>
<tr>
<td>• <strong>Reminder</strong> of Webinar training opportunities and link to recorded Webinar for content.</td>
<td>3 weeks prior to content rollout/1 week prior to training</td>
</tr>
<tr>
<td>• <strong>Notification</strong> to sites with Guidelines FAQ’s including the list of resources to assist with training staff on the Asthma Guidelines.</td>
<td>3 week prior to content rollout</td>
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<tr>
<td>• <strong>Webinar training (3 live trainings over a week)</strong></td>
<td>2 weeks prior to content rollout</td>
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<tr>
<td>• <strong>Announcement</strong> to sites of content rollout with Content FAQ, Guidelines FAQ and link to recorded webinar</td>
<td>1 week prior to content rollout</td>
</tr>
<tr>
<td><strong>Content Rollout</strong></td>
<td></td>
</tr>
<tr>
<td>• <strong>Monitor</strong> Help Desk for issues related to content</td>
<td>Ongoing following content rollout</td>
</tr>
<tr>
<td>• <strong>Update</strong> content based on Help Desk feedback.</td>
<td>2-3 months post content rollout</td>
</tr>
<tr>
<td>• <strong>Send</strong> survey to User Community for feedback on content</td>
<td>4-5 months post content rollout</td>
</tr>
<tr>
<td>• <strong>Gather</strong> survey data</td>
<td>2-3 weeks after survey released</td>
</tr>
<tr>
<td>• <strong>Update</strong> content based on feedback from survey (if needed)</td>
<td>1-2 months following survey results</td>
</tr>
<tr>
<td>• <strong>Update</strong> content based on changes to Guidelines and Site feedback</td>
<td>Ongoing</td>
</tr>
</tbody>
</table>