

# Workstreams

Work streams have many interpretations; for the purposes of this document workstreams are tasks for completion by one person or teams to contribute to a service improvement no matter how small. The table below shows examples of workstreams - please note these will not usually run simultaneously.

Task	Who	Date for Completion	Date for Completion	Date for Completion	Date for Completion	Date for Completion	Date for Completion
Communications updates to project team(s); staff meetings, stakeholders	Board / User commissioning group	Monthly meeting	Monthly meeting	Monthly meeting	Monthly meeting	Monthly meeting	Sign off
Procedures New services New locations	Service teams	Identify new services and lead staff	Review what's to be offered	Benchmark	Draft service parameters and policy	Draft procedures	Test procedures Review and refine
Product specification	Technical team	Identify new services and product requirements	Visit suppliers and peer institutions	Write specification	Review tenders		
Tendering for products	Technical team and finance			Send specification out for tender	Review tenders	Nominate winning tender Install	Test