OFFICE OF SPONSORED PROGRAMS

Harvard Pilgrim HealthCare   Harvard Pilgrim Health Care Institute

Work Plan for all Studies Requiring HPHC Business Unit Support

This work plan is a template for all projects requiring HPHC Business Unit support. The plan is to be completed by the project's investigator (PI) and/or manager (PM). It will then be revised in discussions with the HPHC Technical Program Manager). Since numerous changes in various aspects of a project will occur throughout its implementation, the document must be updated and revised to reflect all such changes. The PM has the primary responsibility for maintaining this plan, and ensuring the most current electronic version is available to the TPM and other team members. This template may be modified as appropriate to meet the needs of a particular study.

I. Project Summary Information

Email the Sponsored Programs Application (SPA) along with Appendix C and this completed form. Any Information not available in the SPA should be entered below.

A. Project Title and Overall Begin and End Dates:

B. HPHCI Project Team:
1. Principal (and other) Investigator(s):

2. Project Manager:

3. HPHC Business Unit Lead(s): (List Department, name and position)

II. Detailed Work Plan

Some of the requested information will not be relevant for all projects and should be designated as NA. Not all information will be available in the initial stages of the project and there may be revisions as the study progresses. Information should be entered as it becomes available and all revisions should be reflected by updates to the plan.

A. Detailed Time Frames: Provide the specific time frames for all activities that require HPHC Business Unit involvement (Additional time parameters for other study activities may be included).

B. Data Management Tasks: Briefly describe the data management tasks the HPHC Business Unit will fulfill that are not included as part of the data generation and analysis activities.

C. Identification of the Study Population:
1. Describe the study population in as much detail as possible. As part of this description, specify whether the study population will include HPHC/Dell employee data. Also, include any sensitive conditions, e.g., behavioral health data.

2. Provide all information that the Business Unit will need to identify the population described above, as well as all inclusion/exclusion criteria. Examples: ages (at what point in time), enrollment criteria, type of insurance coverage, all diagnoses, procedure or other codes, prescriptions taken, all vaccinations administered, inpatient/outpatient utilization, etc. Studies often use numerous codes (diagnoses, procedure, NDC, etc.).

D.   Data Generated
Describe the desired data format of the generated data. Include a description of the data delivery method and frequency of the data refresh.