Appendix C: Sample Work Plan

Task	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Submit Application	Month 7	Month 8	Month 9	Receive Approval	Month 10	Month 11	Month 12
	Application Period							**Preparation Period**				**Post-Launch Period**		
Conduct Baseline Readiness Review	■ (blue)													
Identify Community Resources	■ (yellow)	■ (yellow)												
Obtain Legal Resources	■ (blue)	■ (blue)	■ (blue)											
Develop Short-Term IT Strategy	■ (red)	■ (red)	■ (red)	■ (red)	■ (red)									
Develop Short-Term Data Strategy	■ (red)	■ (red)	■ (red)	■ (red)	■ (red)									
Seek Out Potential Funders / Revenue Streams	■ (green)	■ (green)	■ (green)	■ (green)	■ (green)			■ (green)	■ (green)	■ (green)		■ (green)	■ (green)	■ (green)
Develop By-laws		■ (blue)	■ (blue)											
Develop Board Membership		■ (orange)	■ (orange)	■ (orange)	■ (orange)									
Develop Internal Analytics Database		■ (red)	■ (red)	■ (red)	■ (red)			■ (red)	■ (red)	■ (red)		■ (red)	■ (red)	■ (red)
Engage Stakeholders		■ (yellow)	■ (yellow)	■ (yellow)	■ (yellow)			■ (yellow)	■ (yellow)	■ (yellow)		■ (yellow)	■ (yellow)	■ (yellow)
Develop Board Committees and Subcommittees			■ (orange)	■ (orange)	■ (orange)									
Collaborate with Stakeholders			■ (yellow)	■ (yellow)	■ (yellow)			■ (yellow)	■ (yellow)	■ (yellow)		■ (yellow)	■ (yellow)	■ (yellow)
Contract with Data Providers			■ (red)	■ (red)	■ (red)			■ (red)	■ (red)	■ (red)		■ (red)	■ (red)	■ (red)
Develop Care Team Model			■ (purple)	■ (purple)	■ (purple)									
Develop Quality Strategy			■ (purple)	■ (purple)	■ (purple)									
Develop Business Plan			■ (green)	■ (green)	■ (green)									
Develop Gainsharing Plan			■ (green)	■ (green)	■ (green)									
Apply for NJ Nonprofit status				■ (blue)										
Apply for Federal 501c3 Nonprofit Status				■ (blue)										
Hire Management Team				■ (orange)	■ (orange)							■ (orange)	■ (orange)	■ (orange)
Construct and Submit Application					■ (blue)									
Develop Long-Term Data Strategy								■ (red)	■ (red)	■ (red)				
Hire Care Team members										■ (purple)		■ (purple)	■ (purple)	■ (purple)
Develop IT Infrastructure and Solutions												■ (red)	■ (red)	■ (red)
Put Care Teams in the Field												■ (purple)	■ (purple)	■ (purple)

Key

Readiness Review/Application	■ (blue)	Data/IT	■ (red)
Governance/Leadership	■ (orange)	Clinical Interventions	■ (purple)
Stakeholder Engagement	■ (yellow)	Business Plan/Finance	■ (green)

For More Information
This template is part of *The New Jersey Medicaid Accountable Care Organization Business Planning Toolkit*, which was produced by the Center for Health Care Strategies through support from The Nicholson Foundation. To download the complete toolkit, visit www.chcs.org.