



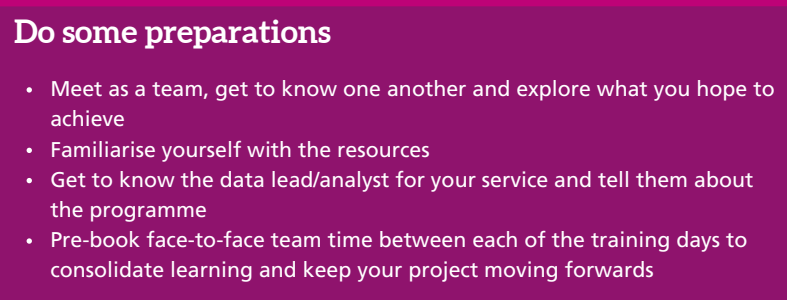
TOP TIPS

FROM COHORT 1



Before you start the programme

- Form your team
- Include operational, business support, clinical and administration staff from across your service
- Include someone who is data minded
- Pick a team leader who will have the time to act in that role



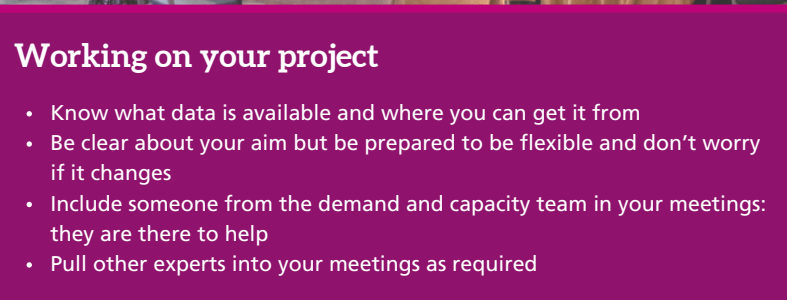
Do some preparations

- Meet as a team, get to know one another and explore what you hope to achieve
- Familiarise yourself with the resources
- Get to know the data lead/analyst for your service and tell them about the programme
- Pre-book face-to-face team time between each of the training days to consolidate learning and keep your project moving forwards



The training days

- Commit to attending all the training days
- Fully invest your time on these days: it will be well spent
- Come with an open mind
- Ask questions if you are unsure
- Talk to the other teams and learn about their projects and challenges



Working on your project

- Know what data is available and where you can get it from
- Be clear about your aim but be prepared to be flexible and don't worry if it changes
- Include someone from the demand and capacity team in your meetings: they are there to help
- Pull other experts into your meetings as required



Resources and tools

- Have a go at using the tools provided
- Develop and use a driver diagram to plan and structure your work
- Use post-it notes to park ideas as they pop up so you don't forget them
- Set up a shared Teams Channel