

Appendix 4a

Activities, Processes and Time-Line for Project

I = Initiation P = Planning E = Executing M = Monitoring C = Closing

February

Project Proposal submitted to Regional Management Team (I)

Approval granted (I)

Team selection (I)

First team meeting (P)

Discussions with chaplains in other services (P)

Attendance at remembrance ceremony hosted by a hospice (P)

March

Synopsis of purpose (P)

List of deceased corresponding to units (P)

Attend scheduled staff meetings (P, M)

Discuss issues and concerns (P, M)

Identify key people who were familiar with families (P)

Give information sheets regarding contact with families (E)

Discuss invitation design and wording with volunteer from craft group (E)

Discuss preparation of venue with key staff (P)

Update Regional Management Team on progress (M)

Attendance at remembrance service hosted by the Childrens Sunshine Home (P)

April

Collect photographs (E)

Ongoing contact with frontline staff (M)

Identification of key friends (P)

Support to staff in preparing service users (E)

Purchase of necessary equipment and ensuring monies promptly paid (E)

Clarification of current addresses for family members (P)

Identification of previous staff who were connected to the deceased (P)

Process of creating meaningful symbols/decoration (E)

May

- Invitations sent to families (E)
- Replies to Project co-ordinator (M)
- Collection of photographs (E)
- Selection of appropriate music (E)
- Posters and sunflowers created (E)
- Draft running order of ceremony to key staff (P, M)

June

- Collection of photographs (E)
- Compilation of slide show (E)
- Final compilation of music (E)
- Meeting with key speaker (P)
- Distribution of final timetable of running order (E)
- Meeting with key staff (M)
- Decoration of venue (E)
- Hosting of ceremony (E)
- Contact with all units (M)
- Return of photographs to family members (C)
- Evaluation meetings with staff (M, C)
- Final team meeting (C)

July

- Report on Project delivery to Regional Management Team (C, M)
- Article for newsletter (C, P)
- Proposals for the future (M, P)