



General
Osteopathic
Council

Osteopathic Development Group Regional Support Project Project Initiation Document

Author	Maurice Cheng (BOA)
Version	0.3
Status	Draft
Date	14/11/13
Document title	Regional Support Project PID

Document History

Version	Date	Description of Change	Author
0.1	01/01/13	Initial Draft	MCC
0.2	29/09/13	Amended post discussion with BT SE	MCC
0.3	14/11/13	Amended post Oct '13 ODG	MCC

Table of Contents

1	Introduction	3
1.1	Purpose of this document	3
2	Project definition	3
2.1	Background.....	3
2.2	Aim.....	3
2.3	Objectives	3
2.4	Critical Success Factors.....	4
2.5	Scope	4
2.5.1	<i>Out of scope.....</i>	<i>4</i>
2.6	Constraints and risks	4
2.6.1	<i>Constraints.....</i>	<i>4</i>
2.6.2	<i>Risks.....</i>	<i>4</i>
3	Project methodology	4
4	Business case	5
4.1	Rationale and strategic fit	5
4.2	Timescale	5
4.3	Costs	5
5	Project approach	5
5.1	High-level deliverables	5
5.2	Project milestones	5
5.3	Project plan.....	6
5.3.1	<i>Phase 1 – Agree Terms of Reference</i>	<i>6</i>
5.3.2	<i>Phase 2 – Consultation with regional societies.....</i>	<i>6</i>
5.3.3	<i>Phase 3 – Formulate support framework.....</i>	<i>6</i>
5.3.4	<i>Phase 4 – Build core support.....</i>	<i>6</i>

1 Introduction

1.1 Purpose of this document

The purpose of this document is to define the scope and approach for the Osteopathic Development Group (ODG) project – Regional Support.

2 Project definition

2.1 Background

The network of osteopathic regional societies are a primary source of CPD training in the UK, and current estimates are that some one in two osteopaths belong to one of these local groups, of which there are around 30. The largest regional societies have several hundred members, the smallest a dozen or so. Typically set up and run by practitioners on a voluntary basis, the regional societies have in general a good reputation for delivering the core function of CPD provision, although many struggle for lack of resources, systems and in some cases, experience.

Regional societies are independent of both the professional association (BOA) and the regulator (GOsC), and a number are fiercely and justifiably proud of their heritage (the oldest ones date back to within a few decades of the foundation of the original Kirksville training programme under A T Still).

In the context of the collaborative development programme for UK osteopathy, of which this project is one part, the relationship between the regional societies and the ODG is important to the overall programme success, and engagement with osteopaths in the field is critical, as the regional societies are a significant channel for information, ideas and feedback between practitioners and the ODG.

2.2 Aim

To work with the regional osteopathic societies to identify how they can grow their activities and membership to support the delivery of CPD and act as a local community hub.

2.3 Objectives

The primary objective of this project is to identify and establish a range of practical and affordable support services for regional societies which:

- eases the burden of organisation
- maintains and increases the proportion of osteopaths making use of their services, such as CPD provision, mentoring, support with practice and business development, facilitating networking and skills exchange
- creates stronger interactive communications with the ODG, and with the ODG stakeholder organisations, on a range of issues including promotion of the profession, continuing fitness to practise, and education development
- will result in improved self-sufficiency for regional societies

2.4 Critical Success Factors

- Close collaboration with and participation of all ODG members
- Access to funding sources for programme development

2.5 Scope

This project will be confined to addressing the needs of voluntary not-for-profit osteopathic regional societies that are focussed on supporting the needs of UK osteopaths.

2.5.1 Out of scope

Commercial organisations providing osteopathic CPD or other forms of support.

2.6 Constraints and risks

2.6.1 Constraints

It would be practical and useful to coordinate project actions with the regular twice-yearly meetings of the Regional Communications Network, currently organised by GOsC, so that these can also be used as consultation meetings between the ODG Project Team and representatives of the societies.

It should be stressed that the intention of this project and its programmes is to provide support for regional societies as independent entities, and not to formulate any form of central control function.

2.6.2 Risks

The main risk of this project is not defining/delivering programmes that are used and have practical impact, and which are not engaged with the real needs of practitioners.

Continual engagement with regional societies and practitioners will be required to mitigate this risk.

3 Project methodology

The main project phases are envisaged to be:

1. Agree terms of reference and project approach within the ODG
2. Consultation phase with regional societies – setup of mechanisms for consultation on and offline, use of personal visits by ODG members to regional societies, incorporation into BOA Census – to determine areas in which support is required
3. Support framework development, based on results from consultation phase. Delivery partners and sources of funding for the support types will also be sought at this stage. It is envisaged that support would cover areas such as:
 - a. Setup and governance
 - b. Marketing and communications
 - c. CPD provision
 - d. Two way consultation – up from practitioners, down from osteopathic organisations
4. Building the support framework will then follow, depending on the feasibility of the programme developed during the previous phase.

4 Business case

4.1 Rationale and strategic fit

Regional societies are a critical channel to the practitioner base in the UK, and supporting their activities are intrinsically important to all ODG development projects.

4.2 Timescale

Assuming a formal start to this process in September 2013, it is envisaged that the programme should have delivered at least primary support activities by December 2014.

4.3 Costs

There will be significant travel costs associated with this programme during the consultation phase, however if we can dovetail the normal planned activities of BOA and GOSc into this programme, we envisage few additional budget demands.

We expect, however, that web development will be a major part of the response, and there will be need for a budget to support this, probably of the order of £20-30k.

5 Project approach

5.1 High-level deliverables

Project phase	High level deliverables
1 Agree ToR	Agreed PID, team, timescale and budget
2 Consultation	Interactive channels with societies, definitions of need
3 Framework build	Definition of support requirements and responses, costs, timescales and feasibility of implementation
4 Primary implementation	Core support elements built and provided

5.2 Project milestones

Deliverable	Phase	Milestone date
Agreed PID	1	October 2013
Consultation channels and schedule	2	November 2013
Survey of societies' requirements completed	2	February 2014
Formulate and cost support framework	3	May 2014
Validate framework with regional societies	3	October 2014
Build core support	4	February 2015

5.3 Project plan

5.3.1 Phase 1 – Agree Terms of Reference

- Agree key objectives with ODG Board
- Recruit and consult on methodology and approach with project team

5.3.2 Phase 2 – Consultation with regional societies

- Arrange consultation meetings with regional societies
- Establish web-based fora to encourage continuous feedback
- Compose and pilot consultation framework
- Consult with regional societies using mix of face to face meetings, telephone discussions and group meetings

5.3.3 Phase 3 – Formulate support framework

- Key results from the regional consultations will be synthesised for discussion by the Project Team, then by the ODG Board
- A draft support framework will be put together for second round consultation with regional groups
- Consultation/validation – and redesign will be conducted with regional societies

5.3.4 Phase 4 – Build core support

- Core support frameworks will be costed, funding identified and built