

Project Plan - Lincolnshire PNA 2021	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21
Governance Meetings														
PNA Steering Group meeting			23											
Health Scrutiny Committee for Lincolnshire			16					16					TBC	
HWB meetings		24						29			1			23
Set up														
Schedule PNA Steering Group meetings														
Produce draft Communication & engagement plan														
Draft initial PNA EIA														
Update PNA SG Terms of Reference														
Draft project plan														
Write reports for HWB & HSC		5												
Development														
Agree data & intelligence requirements														
Request data and strategic documents from CCG & NHSE														
Draft Dispensing GP & Community Pharmacy questionnaires														
Draft questions for public engagement														
Liaise with Healthwatch re public engagement approach														
Identify list of key stakeholders														
Agree GP & Community Pharmacy questionnaire (by email)			9											
Agree public engagement approach with Healthwatch (by email)			9											
Produce update for HWB (Chairman's announcements)				22										
Data collection and stakeholder engagement														
Data collection sheets sent to key stakeholders			1											
Distribute dispensing GP & community pharmacy questionnaires			14											
Healthwatch engagement starts			14											
Deadline for questionnaires to be completed				8										
Healthwatch engagement ends				12										
Engagement results analysed				29										
Collate & analysis of all information collected														
Develop Public Health Chapter														
Pharmacy lists, categorised by type produced														
Maps produced														
Planning - new developments assessed for impact														
Pharmacies who provide advanced services														

Pharmacies who provide enhanced/locally commissioned services														
Compare information against PNA 2018														
Review and identify any gaps in service - current & future														
Deadline for drafting PNA document								1						
Write HWB & HSC reports for September meetings								4						
Statutory Consultation														
Prepare consultation questions														
Prepare communications to key stakeholders														
Prepare online consultation														
Draft PNA Document finalised and signed off by HWB for consultation								29						
Consultation goes live									5					
Consultation link and details sent to key stakeholders									5					
Prepare updates for HWB & HSC														
Consultation ends											4			
Produce Consultation report														
Circulate consultation report to PNA SG														
Sign off & Publication														
Deadline for making final changes to the PNA document												17		
Proof read and quality check PNA document												28		
Produce report for HSC												tbc		
Make any changes														
Produce HWB report														
Set up web page and prep for publication														
Sign off at HWB meeting													23	
PNA published													31	