

CCSC Meeting October 8, 2009

“Making the Consortium Work” Panel Discussion of Consortium Administration

Moderator: Harry Shamoon (Albert Einstein)
Introduction: Anne Willoughby (NCRR)
Kameha Kidd (NCRR)
Discussants: Dan Ford (Johns Hopkins U.)
Deborah Roth (Duke U.)
Maureen Goode (U.Texas, Houston)
Becky Jackson (Ohio State U.)
Julian Solway (U.Chicago)

Improving the Efficiency and Effectiveness of the National CTSA Consortium:

Recommendations from the CTSA Administration KFC

**Deborah Roth (Duke U.)
Maureen Goode (U.Texas, Houston)**

This was a true consortium effort involving at least

- 5 PIs
- 20 NCRR staff
- 21 CTSA administrators
- 3 Booz Allen Hamilton staff

**and building on the firm foundation established
by all the CTSA/NCRR/BAH participants**

The recommendations focus on the development of *systems and processes* that will:

- Allow for efficient and effective management of Consortium resources
- Facilitate our ability to continuously review and improve the way in which we conduct the operations
- Focus our activities and resources on the Strategic Goals of the Consortium
- Facilitate transparent reporting on progress and outcomes of Consortium projects

Recommendations are grouped by 5 categories:

- Consortium Operations Management
- Roles and Responsibilities (Governance)
- Portfolio Management
- Project Management
- Communication

Consortium Operations Management

A new Consortium Management Group (CMG) will serve as the “operational arm of the Executive Committee” by:

- Overseeing the project management function
- Assisting with ongoing execution of the communication plan
- Conducting ongoing analysis of the Consortium’s portfolio of projects
- Regularly reviewing roles and responsibilities of committees
- Facilitating timely reporting of Consortium progress

Consortium Management Group (CMG)

- 3 NCR staff
 - Kameha Kidd
 - Sylvia Parsons
 - Anne Willoughby
- 5 Administrators (20% effort)
 - Tom Fogg (Rochester)
 - Nick Gaich (Stanford)
 - Tesheia Johnson (Yale)
 - Becky Moen (Duke)
 - Bushra Rehman (U Chicago)
- Full-time NCR operational leader (TBA)
- Full-time BAH project manager

Roles and Responsibilities (Governance)

- The CTSA Consortium Governance document defines the roles and responsibilities of members of each consortium committee
- Document is dynamic and should be reviewed regularly as the Consortium grows and evolves
- CMG will be responsible for making any recommended changes or updates on an as-needed basis

Portfolio Analysis

Regularly review the inventory of Consortium-wide projects to:

- Align projects with their relevant strategic goal,
- Ensure there are not duplicative projects occurring,
- Identify potential synergies across existing projects,
- Ensure an appropriate balance of projects across the various strategic goals,
- Identify and review projects that may not align specifically with one or more of the strategic goals

Project Management

- Re-orient the Consortium from a focus on committees to a focus on projects.
- Projects are conducted by teams of individuals from various disciplines (matrix across committees)
- Establish process for project initiation and approval (via SGCs), ensuring alignment with Consortium goals
- Establish system for tracking and reporting progress and outcomes of projects

Communication Plan

Ensure that individuals have information when and where they need it.

Develop a comprehensive communication plan which:

- specifies key consortium audiences,
- inventories current communications methods,
- incorporates links to the NCRR external communications plan,
- incorporates information about communications preferences,
- identifies gaps,
- describes explicit recommendations for future development
- integrates relevant elements of the Dixie Baker Plan

Questions?

Comments?

Discussion?