

Innovation Partnership: Procurement by Co-Design Toolkit

Minimum Viable Prototype (MVP) Evaluation Plan Template

# How to Use This Document

This MVP evaluation plan document is designed to set the parameters for finalizing your co-designed solution, testing it, and then evaluating it. It also includes your budget and procurement considerations.

This plan is not meant to replace your organization’s own tools and templates for conducting solutions testing, piloting, and evaluation. Please follow your organization’s protocols when carrying out this project in addition to completing this document.

# 1. Project Goals

## 1.1 What are the Project Goals?

What are you trying to create/add value to with this MVP? (What, with whom and by when). Your goals statement should include specific goals regarding your impact indicators/measure(s); target to achieve the measure; and date by which the goal will be accomplished.

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| Tip: Remember your ability to demonstrate challenge–solution fit is key. An easy way to organize your response in this section is to break your answer down via these headings:  **The problem**  **Value of solving the problem**  **Supporting evidence / existing data that supports the value of solving the problem**  **Key users**  **Key stakeholders**  **How we are solving the problem**   * + Who:   + What: Describe your solution   + By:   + When:   **Key goals/ targets / measures that will define success** |

# 2. Strategic Alignment

## 2.1 Link to Organization’s Strategic Objectives

Describe how this solution and mvp align/link to your organization’s strategic objectives. List senior management champions and their endorsement by senior management for the project. Specify how the solution will be scaled within and/or beyond the organization upon successful evaluation. Please do not simply copy and paste text from your organization’s website or strategic report

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| Tip: Be succinct and clear. Don’t just copy and paste language from an organizational plan or strategy document without relating it back to the project. |

# 3. MVP Specifications

## 3.1 The Solution Specifications

Based on all the research and design done to date, list the final solution specifications.

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| Tip: A possible way to articulate solution specifications would be via the IDFV framework (impact, desirability, feasibility and viability)  Impact: Are you aiming for an incremental change or a paradigm shift?  Desirability: Can you include any feedback from your end-users that supports that they want this solution? Can you provide evidence that you are incorporating them in this process?  Feasibility: Is your solution going to be technologically compatible with current systems? Can the staff and the physical environment easily adapt to this change?  Viability: Are there policies and standards in place that support this or will new ones need to be made? Is this going to be fiscally viable for both the provider and vendor? |

## 3.2 Net New Value of Solution

Describe the net new value of the co-designed solution. What new functionalities or modules were developed to meet the challenge? How does the vendor benefit from the co-designed solution? How does the provider and end user benefit from the co-designed solution?

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| Tip: Try to link this section back to the overall project goals that you described in section 1. Value can also be talked about in many ways (new offerings, new revenue streams, scale, satisfaction, etc.). |

## 3.3. MVP Evaluation Schedule

How will you test the mvp as you finalize it? Include any plans for testing and iteration. Include any risks and mitigation strategies if applicable. We estimate a 16-week evaluation phase, but adjust according to your exact needs. We recommend using the table below.

|  |  |  |
| --- | --- | --- |
| Week (Date) | Solution State and Learning Goals | Risks & Mitigation Strategies |
| 1: |  |  |
| 2: |  |  |
| 3: |  |  |
| 4: |  |  |
| 5: |  |  |
| 6: |  |  |
| 7: |  |  |
| 8: |  |  |
| 9: |  |  |
| 10: |  |  |
| 11: |  |  |
| 12: |  |  |
| 13: |  |  |
| 14: |  |  |
| 15: |  |  |
| 16: |  |  |

# 4. The Evaluation Plan

## 4.1 Outcomes-Based Specifications

List your Outcomes Based Specifications (OBS). Prioritize your OBS and pick the most relevant OBS to focus on. Distinguish between short term and longer term OBS. State the minimum target metrics for success, the desirable target metric, and the ambitious target metrics. Make sure to specify how you plan to collect the data for evaluation, and how you will evaluate the results.

**OBS #1 (short term/long term) (repeat for more OBS)**

* Baseline metric (if available)
* Minimum target metric for success
* Desired target metric for success
* Ambitious target metric for success
* Data collection and evaluation strategy

## 4.2 Evaluation Framework

What types of data will you collect in your evaluation? How will that data be used to determine how well the MVP meets short-term outcomes and potential for long-term outcomes?

## 4.3 Required Infrastructure

What additional infrastructure and resources are necessary to move forward with your pilot plan? E.g., elements to scale, new role requirements, technology. Describe any other actions that may be needed to embed the innovation into the organization’s operational systems. Do you anticipate any barriers?

## 4.4 Experts, Education, and Training

Identify the experts/staff who will teach others about the innovation and its evaluation. What tools and methods will you use to make the innovation as easy as possible for patients, staff and providers to adopt and evaluate? Consider methods successful pilot site(s) employed to accomplish this and how you will share resources and provide training.

## 4.5 Leadership and Frontline Staff

How will leadership stay involved and connected to front-line teams and other staff involved in implementing and evaluating the innovation?

## 4.6 Communication

What communication methods and channels will be employed to persuade staff to implement the innovation and encourage family engagement? E.g., Face to face interactions; issue statements about the seriousness of the problem; storytelling of success stories; etc. How will you encourage and ensure communication among all staff responsible for implementing and evaluating the initiative? How will key outcomes be communicated to leadership, staff and families?

## 4.7 Roles and Commitments

Concisely explain the roles and estimated time requirements for all staff, leadership, and family members/residents involved in the spread and evaluation of the innovation.

## 4.8 The Project Plan

Develop an action plan with anticipated steps, milestones, key dates, team leads and team members. Consider answers to other questions in this spread plan document to guide your framing. We recommend articulating your action plan in a table. For example:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Activity** | **Steps/ Milestones** | **Delivery Date/ Timeframe** | **Team Lead** | **Team Members** | **Resources and Notes** |
| 1. Communicate importance of the initiative | Deliver 30 min PowerPoint presentation with anticipated data | Feb 14 (begin)  Feb 28 (conclude) |  |  | Cynthia’s PowerPoint   * Need to confirm alternate data with VP Quality |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
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| 9. |  |  |  |  |  |
| 10. |  |  |  |  |  |

## 4.9 Adjustments

Describe any projected adjustments that may be necessary during execution of your pilot plan. For example, explain how you will ensure managers support adequate staff time to implement and evaluate, adopters understand methods, and technical support is provided.

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| --- | --- | --- | --- |
| **Change Piloted that  needs refinement** | **Refinement to  change** | **Who does it impact** | **What is needed to  make refinements** |
| 1. Added role of navigator; there are hours that the navigator is not interacting with patients because of slow patient flow into the ER - what can the navigator do when idle? | Define what the navigator role will do when not interacting with patients which is about 3 hrs in an 8 hr day | Navigator role  ER RN manager | Brainstorm with RN Manager for tasks/work that the Navigator can do when not interacting with patients |
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# 5. Budget

## 5.1 Budget Summary

Articulate your budget to accomplish your MVP plan. Provide a detailed breakdown of each budget category by line item below in a separate page, to the extent necessary.

|  |  |  |
| --- | --- | --- |
| **Budget Summary** | | |
| **Category** | **Description** | **Amount** |
| Personnel |  |  |
| Travel |  |  |
| Equipment |  |  |
| Supplies and Service |  |  |
| **Total** | |  |

## 5.2 Budget Justification

Provide a detailed breakdown of each budget category by line item below. Do you have any external partnerships or sponsorship agreements in place that will support design, evaluation implementation and spread of the innovation your organization wishes to undertake? If yes, please identify the source(s) and amount(s) of funding.

# 6. Procurement Plan

## 6.1 Conditions for Procurement

List any requirements and/or conditions for procurement. This may include items such as meeting minimum (or better) OBS metrics, demonstrating evidence of a positive ROI, receiving funding, etc.

## 6.2 Procurement Strategy

Describe the availability of funds for procurement, timelines to procurement, commitment level for procurement, and expected length of service contract (if awarded). List the procurement specialist(s) that will handle any procurement activities post-evaluation.