Overview of PCN Development (Business Planning)

(Document requirements at Business Plan and Transition stages are under review.)

Info Flow/ Exchange	Letter of Intent (LOI) Stage	Business Planning Stage	Transition/Initiation
PCI Program Office to PCN	**Introductory Package**: (from *Guide & Reference Manual for Primary Care Networks*) • Introduction to PCI and PCNs: What is a PCN? • Letter of Intent (guidelines and template) • Frequently Asked Questions	**Business Planning Information Package**: • *Guide & Reference Manual for Primary Care Networks* (binder) • Access to PCI website (which includes online *Guide & Reference Manual*) **Project Manager Orientation** **Questions and Further Requests** **Funding** (Four disbursements, with maximums specified for size of PCN) **Disbursements** 	**Notification of PCIC decision on business plan** **Assessment of Requirements:** • Registration (incl. bank account info) sent to AHW • Assignment of Trademark • NPC Certificate of Incorporation • NPC Legal Documents • Joint Venture Agreement (with Letters of Participation) • Letter from OIPC confirming accepted PIAs for PCN and physician clinics
Policies and Standards are outlined in the *Guide & Reference Manual for Primary Care Networks*			
PCN to PCI Program Office	**Completed LOI** (using template) providing or demonstrating: • Commitment/Intent • Main contacts • Financial arrangements for project funding • General description • Participant signatures	$30,000 **Project Plan** • Activities • Timelines • Estimate of Funding Needs **Project Financial Update** $ Based on Project Plan **Service Plan** • Draft Section 3: Priority Initiatives • Draft Section 4: Financial Plan (*Sections 3 & 4 are from the Business Plan template.*) • Draft Detailed Budget Model (in Excel) **Project Financial Update** $ Based on Project Plan	**Final Business Plan** (with signatures) **Budget Model** **Annual Budget** for fiscal year (see schedule) **Joint Venture Agreement** (with signatures, and with signed Letters of Participation) **Assignment of Trademark** **NPC Certificate of Incorporation** **NPC Articles of Association, Memo of Association, Organizational Resolutions** **Project Financial Update** **Presentation to PCIC**	$ Based on project plan **Administrative Information for the PCN** (Business Manager name and contact info, PCN office address and phone number, etc.) **Final Project Financial Report** **Return Unspent Business Plan Development Funds**
PCN to OIPC			**Privacy Impact Assessment**	
PCN to AHW			**Registration** (AH2204, etc.)	