90-Day Plan

Harrisonite Lifecare

P514 Harrisonite Lifecare is the PHC Port project space for understanding, supporting and progressively assuring the work of Harrisonite Lifecare Foundation. It will bring the Foundation's healthcare, empowerment and community-support activities into a shared project structure where intentions, concerns, actions, people, events, locations and deliverables can be recorded and reviewed. Initial programme themes include free medical outreach and health-awareness activity; affordable health-insurance and treatment partnerships; eyeglasses and other practical support for elderly people; free digital-skills training such as Excel data analysis; wider employability and enterprise workshops; and targeted distribution of food, clothing and basic household items. The project is intended to help turn individual acts of care into a transparent and learnable programme, without presuming that every stated activity is already fully established or independently verified.

OVERALL: EXECUTIVE SUMMARY

Executive Summary

A practical 90-day mobilisation plan to embed portfolio control: prioritisation, capacity-based planning, consistent governance, disciplined RAID/change control, and decision-ready MI. The goal is a single source of truth in the PPM tool and a cadence that improves decision speed and delivery confidence.

Purpose

Create a single, trusted portfolio operating rhythm:

- clear priorities
- capacity-realistic plans
- consistent governance
- reliable MI

And disciplined control of risks/issues/changes, with the PPM tool used consistently and producing decision-ready reporting.

What “Success” Looks Like (by Day 90)

Senior leaders have a clear, agreed portfolio view:

- priorities
- capacity
- key risks
- decisions needed

Portfolio reporting is consistent and trusted (less noise, more decisions).

The PPM tool is the single source of truth for status, RAID, milestones, dependencies and governance.

A working prioritisation + capacity planning process exists and is used.

A sustainable assurance cadence is embedded (lightweight but firm).

The PPMO team has clear roles, templates, and a repeatable way of working.

PHASE 1: DAYS 1–30 (STABILISE & BASELINE)

Summary (Days 1–30)

Phase 1 is about restoring delivery confidence by getting control of the "now": confirming what's in flight, who owns it, what's at risk, and what decisions are needed. The output is a trusted baseline and a lightweight governance cadence that replaces noise with clear, actionable reporting.

Objectives

Stop drift, reduce confusion, and establish a minimum viable governance cadence.

Build an evidence-based baseline of the portfolio: what exists, what's real, what's at risk.

Measures

≥90% of active initiatives have a named owner + next milestone + current RAG + RAID owner.

Weekly cadence running; escalations are clear and timely.

PPM tool updated to agreed cut-off with ≥90% compliance on mandatory fields.

Actions

Stakeholder onboarding: rapid listening tour (Exec sponsor(s), Transformation/Change leads, Finance, key delivery heads). Capture pain points and "must win" outcomes.

Portfolio inventory + data triage: confirm active initiatives, owners, scope, stage, key milestones, spend/budget status, and dependencies.

Set a simple reporting rhythm: weekly portfolio touchpoint + monthly exec pack cadence.

Define minimum standards: status definitions (RAG rules), mandatory fields, RAID ownership, escalation thresholds, change control triggers.

PPM tool reality check: assess current adoption, data quality, and reporting capability; agree the "non-negotiables" for use.

Deliverables by Day 30

Portfolio Baseline Pack v1 (single version of truth):

- Top priorities, key milestones, major dependencies
- Top 10 risks/issues requiring leadership action
- Decisions required + dates

Minimum Governance Set (lightweight): status template, RAID rules, escalation route, change control handshake.

Tool/Data Quality Rules v1: mandatory fields, ownership, update frequency, and reporting cut-off.

PHASE 2: DAYS 31–60 (ALIGN & STANDARDISE)

Summary (Days 31–60)

Phase 2 turns the baseline into predictable delivery: prioritising demand against capacity, standardising governance and assurance, and producing MI that drives faster, clearer decisions.

Objectives

Turn "busy change activity" into prioritised, capacity-based delivery.

Standardise governance so reporting becomes comparable and decisions are faster.

Measures

- Leaders can see (and agree) what is in / out / later based on capacity.
- Portfolio pack drives decisions (not "for information only").
- Improved data quality in tool (fewer blanks, consistent status logic).

Actions

- **Prioritisation model + portfolio planning:** agree a simple scoring model (strategic alignment, risk, value, compliance, urgency, effort). Run the first prioritisation workshop.
- **Capacity & resource view:** create a practical capacity map (key roles/teams) to surface bottlenecks and enable trade-offs.
- **Embed assurance:** introduce light stage gates / checkpoints appropriate to size/risk (not bureaucracy).
- **MI & KPIs:** define performance indicators and narratives that leaders actually use (progress, blockers, forecast, benefits, confidence, variance).
- **Training & coaching:** short sessions for delivery leads on "how we report + how we manage RAID + how we use the tool".

Deliverables by Day 60

- **Prioritised Portfolio Plan v1** (ranked pipeline + in-flight commitments).
- **Capacity / Constraint View v1** (where delivery will break unless decisions are made).
- **Standard MI Dashboard v1** (exec-friendly) aligned to objectives.
- **Assurance & Stage Gate Map** (scaled to initiative type; clear entry/exit criteria).

PHASE 3: DAYS 61–90 (EMBED & IMPROVE)

Summary (Days 61–90)

Phase 3 converts the PPMO from a dependency into a capability. By embedding the decision cadence, standard controls and a clear playbook, the organisation moves from "PPMO pushing" to "teams pulling"—with trusted reporting, fewer surprises and clearer accountability.

Objectives

Move from "PPMO pushing" to "organisation pulling": adoption becomes normal. Improve delivery confidence through disciplined control and continuous improvement.

Measures

- Reliable monthly decision cycle in place; fewer surprises and clearer ownership of actions/decisions.
- Portfolio reporting is trusted and used (reduced "for information only" updates).
- Tool adoption is consistent enough that manual shadow reporting reduces significantly (e.g., ≥80–90% compliance with agreed update cut-off and mandatory fields).

Actions

- **Operationalise governance:** make monthly portfolio review + decision log routine; establish regular exception-based escalations.
- **Strengthen change control:** ensure scope/schedule/cost changes are governed consistently; capture impacts and trade-offs.
- **Benefits/outcomes tracking:** introduce simple benefits markers and "value narrative" per priority initiative (even if high-level at first).
- **Continuous improvement loop:** retro on the cadence + templates + tool usage; tighten what works, drop what doesn't.
- **Handover-ready sustainability:** document playbook and ensure team capability to run it without heroics.

Deliverables by Day 90

- **Portfolio Operating Model (PPMO Playbook):** cadence, roles, templates, tool rules, escalation thresholds.
- **Decision Log + Action Tracker** embedded in routine governance.
- **KPI Set v2 + Dashboard v2** (leaner, clearer, more predictive).
- **Training Pack + Clinic Rhythm** (monthly "PPMO surgery" to keep adoption healthy).