

GPC PM Group – LEC Meeting 10/2/15

Attendees:

- Brittany Zschoche, Sarah Schlachter, KUMC*
- Brian Gryzlak, Iowa*
- Laurel Verhagen, MCRF*
- Michelle Coady, MN*
- Katie Allen, IU/RI*
- Sarah Esmond, WISC*
- Claire Maples, Cerner*
- Russ Buzalko, UNMC
- Bryan Dominick, MCW
- Lena Swander, Iowa
- Shobhana Krishnakumar, UTHSCSA
- *Warren Teachout, CMH, PM designee**

*Thank you all for taking the time to attend [the GPC Learning Engagement Conference](#).

- Hillary hopes to have session notes and slides posted in the coming days
- We should have pdf images of Jeannel's graphics in a few weeks; they will be posted on gpc site

Discussion about PM meetings as we move to phase 2

1. Changes to meeting format, date, time, content etc.
 - a. New/day time:
 - i. Monday mornings/afternoons
 - ii. Wednesday mornings
 - iii. **BZ will send a doodle poll**
 - b. Length: 30 minutes e/o week is sufficient
 - c. Milestones: stay on agenda - group reports this is helpful
 - d. Trial Updates
 - e. Budget/Financial info (usually from Steve)
 - f. IRB info (also usually from Steve)
 - g. Monthly review of site contacts/working groups
 - i. BZ and HW will revise the working groups in early October
 - ii. The PM group will then revise
 - iii. List will be more detailed and include titles, project roles and contact information
 - h. MU/IU onboarding Q&A
 - i. This is a new item, forum for new sites to ask questions
 - i. Items/Questions from team
2. Project Management role
 - a. Project Management is different across sites
 - b. **BZ will create and send a survey to this group, to ask:**

- i. What is your GPC role/responsibility
 - ii. What else do you do at your site
 - iii. Who do you support
 - iv. Other suggestions from the team?
 - v. I want to know what PM means at your site
 - c. Survey created! BZ distributed to the sites PMs
- 3. Phase 2 Staff Changes
 - a. KUMC: Sarah Schlachter will be the Patient Engagement PM
 - b. MN: new PI, Constantin Aliferis
 - c. Indiana/Regenstrief:
 - i. Bill Barnett is the PI
 - ii. Paul Dexter will stay on for Cohorts/Research
 - d. Missouri - who is their PM?
 - i. BZ emailed Jerry Parker to ask
- 4. Communication for the Project Management Team
 - a. BZ will create a listserv
 - i. Created!
 - ii. Site PMs were added
 - 1. Note: the archive is private, not public; one must be subscribed to view archives
 - b. Centralized calendar/notes option
 - i. I am still mulling this over; Please continue to offer suggestions
 - ii. I began drafting a revised one-pager format; will share with team for next PM meeting
 - c. TRAC tutorial for all PMs
 - i. Even if you don't use the ticket system, having access to search is beneficial
 - 1. You can search keywords to find the latest dev work
 - 2. BZ also updates with governance/regulatory updates
 - ii. BZ can have a brief tutorial on an upcoming call
 - iii. TRAC: <https://informatics.gpcnetwork.org/trac/Project>
 - iv. [List of ADAPTABLE tickets](#), for example
 - v. Roadmap tab up at the top includes all milestones: <https://informatics.gpcnetwork.org/trac/Project/roadmap>
- 5. Cohort Characterization and Cohort work that remains
 - a. Cohorts - this is the top issue for the group; need clarification
 - b. How do we prioritize data analysis?
 - i. When does statistical analysis happen?
 - c. Height/Weight
 - i. Dan Hale suggested end date
 - ii. Russ wants all the sites to distribute surveys
 - iii. Dan/Russ sat down to talk at the end of the LEC (outcome TBD)
 - d. Breast Cancer

- i. We hope other cohorts will set up a report similar to Betsy's
- ii. Betsy will follow up with site PIs next week
- iii. Michelle: apply for Eugene Washington grant to keep BC surveys

going

- 1. Patients want follow up
 - 2. From [PCORI Funding Opps](#)
 - a. [Engagement Award: Knowledge, Training and Development, and Dissemination Awards](#)
 - b. [Engagement Award \(EAIN\): Research Meeting and Conference Support](#)
 - iv. Russ mentioned [NCI funding opportunities](#) (?)
6. Patients
- a. Getting results to patients - what is the plan?
 - b. Add Patient Engagement to Global Call agenda
7. Action items/requests:
- a. Katie Allen, IU/RI:
 - i. Can we have an onboarding webinar prior to the tentative December site visit?
 - 1. BZ emailed Katie to get dates for this, working on scheduling for late October
 - b. ALL SITES:
 - i. Please debrief with your colleagues at your sites
 - ii. Email the gpc-site-pm listserv (or Brittany) with lessons learned, questions, updates, etc.
 - iii. KUMC is planning a formal debrief later this month to incorporate feedback from satisfaction survey, once it goes out (later this week)
 - iv. KUMC discussed LEC on 10.5.15, and after a round of applause for Hillary, had the following reflections:
 - Have fewer threads/breakouts
 - No fishing trip, should be separate
 - Need a mix of groups (IRB, PIs, technical)
 - Follow-up webinars?
 - Patient engagement session for everyone
1. Milestones
- a. We are set to put these on the November Governance Council call
2. Other items
- a. Sabrina Uppal (MCW) returns on October 19th
 - i. Thank you for your coverage, Bryan, and welcome back Sabrina!