### SUMMARY OF WORK

An MS Excel tool was created to organize and manage multiple projects. The resulting Gantt chart amalgamated a large number of projects in one easy-to-share location. The tool served to clearly describe critical dates, targets and achievements, and to remind of upcoming deadlines, in a manner that was easy to distinguish at a glance.

1. Create a list of tasks and deadlines for each project.
2. Create a Gantt chart for each project.
3. Upload and share the Gantt charts among team members.
4. Track project deadlines, resource allocation, and dependencies.
5. Track delays, changes to project plans, and other important information in the Gantt chart.

### BACKGROUND

This project involved our team using Gantt charts, adapted from the principles of project management, to explore their use and effectiveness in improving efficiency within the team and meeting deadlines. This strategy was adopted to organize and manage a significant number of CPD projects with overlapping and conflicting timelines. Willingness to engage is an essential prerequisite for collaboration. Key principles being: Interacting, Appreciative Understanding, Integrating, and Implementing. Active planning, goal setting, discipline, and consistent application of various change facilitating methods is the key to our successful relationship.

### CONCLUSION

- Multiple new projects can be taken on by the team.
- Projects are run more efficiently.
- Team members can know the project status at a glance.

- Projects are better organized.
- Management of multiple projects has become more streamlined.
- Deadlines are achieved.

**IMPACT: IMPROVED PATIENT CARE AND STANDARDIZED PHYSICIAN PRACTICE.**

### HARNESSING COLLABORATION

PLP Edmonton established an Integrated Collaboration and Communication Unit in order to foster closer links within PLP and its external partners. This initiative was further enhanced with the creation of a collaborative Integrated Knowledge Translation Network, promoting knowledge synthesis, best practice support visits, and online learning. Partners were given the chance to bring forth emerging and urgent community needs such as chronic disease management. We choose a cloud-based project management software called “smartsheet”, enabling enhanced and just-in-time communication and collaboration mode between all our partners.

### ALBERTA PHYSICIAN LEARNING PROGRAM (PLP)

**ALIGNING PHYSICIANS LIFELONG LEARNING FOR QUALITY IN ALBERTA**

The Physician Learning Program (PLP) is a quality improvement program addressing physician learning needs by exploring physicians’ clinical questions using data from local EMRs and provincial databases. It is a collaboration between the University of Calgary, the University of Alberta, and the Alberta Medical Association that aims to facilitate and create opportunities for physicians to understand individualized and group practice patterns. Ultimately, the PLP program helps physicians improve practice and patient outcomes.

**UNIVERSITY OF ALBERTA**

**FACULTY OF MEDICINE & DENTISTRY**

**Lifelong Learning**

**Using Gantt Charts to Manage Continuous Professional Development (CPD) Activities in Alberta**

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