

## PHC Facility Engagement Project Progress Report

<b>Project Name</b>	<b>PHC-0030 - Coffee on Weekends</b>
<b>Date of Report</b>	October 17, 2018
<b>Key Milestones Achieved</b>	<ul style="list-style-type: none"> <li>• Identifying coffee supplier</li> <li>• Ordered regular coffee supplies (coffee pots) from Sodexo</li> <li>• Booked venue</li> <li>• Arranged coffee delivery every weekend to MSJ</li> <li>• Minimum promotion of this project. However, since the location of coffee pot is visible to others, this project got a lot of attention.</li> </ul>
<b>Key Accomplishments</b>	<ul style="list-style-type: none"> <li>• Providing regular coffee pots on weekends.</li> <li>• MSJ Physicians and staff appreciated this project.</li> </ul>
<b>Key Issues/Challenges</b>	Limited budge to implement this project continuously
<b>Budget Update</b>	<b>\$ 607.7</b>

## PHC Facility Engagement Project Final Report

<b>*Project Results</b>	<ul style="list-style-type: none"> <li>• <b>One coffee pot was served every weekend from March to August 2018.</b></li> <li>• <b>Between 5-10 physicians came in to grab coffee</b></li> <li>• <b>Physicians were satisfied: they were slightly less angry at admin for closing the cafeteria on weekends</b></li> </ul>
<b>*Unexpected Outcomes</b>	<b>Outcomes are achieved. <i>Please see project results.</i></b>
<b>*Lessons Learned</b>	<p><b>This project is cumbersome. Providing coffee supplies at MSJ on weekends should be provided without the need to get through a project request. That being said:</b></p> <ul style="list-style-type: none"> <li>• <b>First option: the cafeteria at MSJ should have not been closed on weekends.</b></li> <li>• <b>Another option: If the above seems to be difficult to come true, providing a bulk of FE budget for this project for one full year is recommended.</b></li> </ul>



	<p>Learning from the 1st round of this project, an estimated budget would be \$4,500 (including coffee pots for one full year &amp; sessional payment for Project Lead one hour each month in one year)</p>
<p><b>*Recommendations for improvement (to inform future projects and strategic decision-making)</b></p>	<p>Project Lead has received substantial negative comments if this project wouldn't continue. Therefore, this project should have a favorable recommendation for a 2<sup>nd</sup> Round from the Subcommittee Chair and Engagement WG Co-Chairs.</p>
<p><b>*Project Costs</b></p>	<p>\$ 981.67</p>

*\*For Summary (Final) Report Only*