Partner Workplan

**Purpose of Document:** While the SOW should detail the overall collaborative project, a workplan (and budget associated with the workplan) is required from each partner to detail organization-level work activities and support funding agreement execution. For example, if there are 2 SMEs in a team there should be 1 team SOW but 2 workplans and 2 budgets.

**Workplan Budget:** Refer to the DHIF webpage for the required [partner-level budget template](https://www.dhdp.ca/docs/default-source/digital-health-innovation-fund/eligible-costs-full.xlsx) for this workplan’s eligible cost activities. Eligible costs are limited - refer to the [Eligible Costs Table](https://www.dhdp.ca/docs/default-source/digital-health-innovation-fund/ised-eligible-costs-table_march_2025.pdf?sfvrsn=276da4ec_2) for guidance. All partner budgets must be entered into TerryFoxTrack (‘Budget’ > ‘Workplan Budget’) for TerryFoxTrack to automatically calculate and display the project-level budget associated with the SOW.

## **DHDP EXPECTATIONS**

**Kindly review and confirm your agreement with the general expectations of the DHDP.**

* Data (especially personal health information) must remain in Canada. All eligible project costs and activities must be conducted in Canada.
* Data providers must be able to onboard their datasets to the DHDP platform: including data mapping and ETL activities to structure data into OMOP CDM, fitting governance, possibly adding hardware/software to integrate with platform, following platform workflows, etc.
* Projects must align with DHDP objectives and use the platform capabilities, including data sharing via the DHDP. Data providers must provide an audit log of data sharing and use activity.
* Project team agrees to provide and/or support comprehensive documentation related to the IT/software/technical services/products being developed or delivered.

## **WORKPLAN TITLE AND LEADERSHIP**

|  |  |
| --- | --- |
| **Workplan Title** |  |

**Project Leadership**

List the primary contacts involved in the workplan. This information should also be entered in the TerryFoxTrack ‘Partner’ tab.

|  |  |  |
| --- | --- | --- |
| **First and Last Name** | **Title** | **Email** |
| Bob Smith | CEO |  |
|  |  |  |

Insert or delete rows as needed (delete the grey text when completing the template).

# **Finance Contact(s)**

|  |  |  |
| --- | --- | --- |
| **First and Last Name** | **Title** | **Email** |
| E.g., Bob Smith | Director of Finance |  |
|  |  |  |

# **Workplan Personnel**

List the anticipated roles involved in the project and their corresponding organizations. Do not include individual names.

|  |  |
| --- | --- |
| **# of Resources** | **Title(s) / Role(s)** |
| E.g., 5 | Data Engineer |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Insert or delete rows as needed (delete the grey text when completing the template).

## **PURPOSE AND OBJECTIVES**

Please describe the purpose and objectives of the workplan including details on how they contribute to the DHDP.

|  |  |
| --- | --- |
| **Purpose of Workplan**  (max 2 pages) | What are the specific project goals? How does this workplan contribute to the success of the Team’s combined Statement of Work (SOW)?  Consider: To what extent is this research important for its domain? How does the project contribute to addressing research gaps in health AI and/or data sharing? What real-world problem(s) does this address and who might benefit? |
| **Workplan objectives, plan, location(s), justification, and description** (should demonstrate use and alignment with DHDP)  **(No page limit)** | How do the project’s goals use and align with the DHDP mission, purpose, and technical approach (FAIR, OMOP, Flower AI)? How will collaboration take place to achieve goals?   * … * … * … * … * … |
| **List the key deliverables.** |  |
| **Financial Planning (1 page max)** | Describe your financing and management plans to oversee the project under this reimbursable cost model. |

## **TIMELINE AND RISKS**

Note: Digital Health Innovation Fund recipients are anticipated to start their projects in January 2026. Projects scheduled to start in January 2026 may take up to ~15 months to complete, up until March 31, 2027.

|  |  |  |  |
| --- | --- | --- | --- |
| **Start Date**  **(Month Day, Year)** |  | **End Date**  **(Month Day, Year)** |  |
| **Period (months)** |  |  |  |

|  |  |
| --- | --- |
| **Technology Readiness Level (TRL) upon anticipated project start date.**  See [RFA](https://www.dhdp.ca/docs/default-source/digital-health-innovation-fund/1_dhdp-rfa---digital-health-innovation-fund_en.pdf?sfvrsn=b37eb430_10) definitions for TRL definitions. |  |
| **Briefly explain TRL progression over time.** |  |
| **List any project or technical dependencies and assumptions.** |  |

**Gantt chart**

Though the [Gantt chart template](https://www.dhdp.ca/docs/default-source/digital-health-innovation-fund/gantt-chart-template.xlsx) is optional, please complete the template or review to ensure important information (TRL progression over time, key dates, and deliverables) is captured in pre-existing template.

|  |
| --- |
| Insert a snippet of the Gantt chart timeline here. |

For each major risk and issue, indicate the associated corrective action or mitigation plan.

|  |  |
| --- | --- |
| **Risk** | **Mitigation Strategy** |
|  |  |
|  |  |
|  |  |

Insert more rows if needed.

## **CONTRIBUTION TO DHDP DEVELOPMENT**

**Please specify how deliverables use and align with the development of DHDP.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Deliverable**  Describe the deliverables shown on the Gantt chart to implement the use case. | **Projected Date of Completion** | **DHDP Functionality**  Examples:   * Data discovery * Data access * Data standardization * Data science * Machine learning | **Description** |
| E.g., Privacy and legal requirements document |  | Data access | Provide site documentation required and complete with DHDP team. |
| E.g., Data ingest plan |  | Data standardization | Develop data flow diagram, outline ETL processes required, and how resources will be used. |
| E.g., Data discovery interface |  | Data discovery | Leverage DHDP existing data discovery functionalities and produce user needs document for customizations. |
|  |  |  |  |
|  |  |  |  |

Insert more rows if needed.

**WORKPLAN CHANGES**

The organization associated with this workplan will provide prompt written notice to TFRI of any changes which may have an impact on timely delivery or this Workplan.