**Playbook Title**

**Playbook Development Team**

**Introduction and Background**

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**Play 1 – Partnership Approval and Communications with Schools**

**Overview:**

**Key Steps**

**Process flow instructions and flow map:**

(Copy/paste process flow below)

**Strategy**

**This play begins the eight-stage process of creating major change in an organization.**

Change Management Component: Play #1 helps to establish the sense of urgency with the identified organization, brings the team together to examine data and realities of the current process, potential crises and major opportunities and how these can be enhanced by implementation of CECN eConsult model.

**Ownership and Involvement**

The Implementation Manager will coordinate all meetings and communications with initial team. Primary contacts in this play will include XXXXX.

Implementation Phase

Implementation Phase

**Play 2 – Affiliation Agreement Management**

**Overview:**

**Key Steps**

**Process flow instructions and flow map:**

(copy/paste process flow below)

**Play 3 – Student Capacity**

**Overview:**

**Key Steps**

**Process flow instructions and flow map:**

(copy/paste process flow below)

**Play 4 – Initiating the Onboarding of a Student**

**Overview:**

**Key Steps**

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**Play 5 – Communication with Student**

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**Play 8 – Student Documentation and Reporting**

**Overview:**

**Key Steps**

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(copy/paste process flow below)

**Play 9 – Off-boarding**

**Overview:**

**Key Steps**

**Process flow instructions and flow map:**

(copy/paste process flow below)