	GRID Implementation Plan - Template			
	Document type	Implementation Plan - Template	Working Project	GRID
	Document reference	20200731- GRID Implementation Plan	Approved by	Grid Task Force
	Version	5.0	Approval date	20200731
	Drafting date	--	Status	Public


---

***Global Registration Identifier for Donors (GRID)  
Implementation Plan***

***(Template Prepared by the WMDA GRID Implementation Taskforce)***


---

Issuing Organisation name (IO)            **[Type here]**  
 Issuing Organisation number (ION)       **[Type here]**  
 IO address                                        **[Type here]**

	GRID Implementation Plan - Template			
	Document type	Implementation Plan - Template	Working Project	GRID
	Document reference	20200731- GRID Implementation Plan	Approved by	Grid Task Force
	Version	5.0	Approval date	20200731
	Drafting date	--	Status	Public

## Table of contents

1	Implementation Plan Purpose .....	3
2	Overview and Background Information .....	3
2.1	What is GRID .....	3
2.2	The GRID Project .....	3
2.3	Purpose of GRID .....	4
3	Project Goals and Objectives .....	4
4	Scope.....	4
5	Risks .....	5
6	Impact Assessment .....	5
6.1	Internal IO Impact .....	5
6.2	External Stakeholders Impact .....	6
7	Resources.....	6
8	Educational Resources .....	7
9	Project Team and Oversight Authority .....	7
10	Implementation Plan Tasks.....	7
11	Implementation Plan Approval .....	10
12	Revision History .....	11
13	References .....	11

	GRID Implementation Plan - Template			
	Document type	Implementation Plan - Template	Working Project	GRID
	Document reference	20200731- GRID Implementation Plan	Approved by	Grid Task Force
	Version	5.0	Approval date	20200731
	Drafting date	--	Status	Public

## 1 Implementation Plan Purpose

This document outlines the Issuing Organization’s plan (impact assessment, scope, risk, key activities, resources) to implement the Global Registration Identifier for Donors (GRID).

## 2 Overview and Background Information

### 2.1 What is GRID

The GRID provides a standard format currently used by donor registries and designated donor centres that issue donor identifiers, hereafter referred to as "issuing organizations" (IO). The GRID assures that every donor is assigned a globally unique identifier; thus, reducing the risk of misidentification. GRID eliminates the possibility of two donors having the same identifier across the global network.

### 2.2 The GRID Project

Issuing Organizations (IO) facilitate exchange of hematopoietic stem cell products throughout the world. To improve communication across national and international borders, and to prevent errors in identification of donors, a system to uniquely and consistently identify potential donors on a global scale has been developed.


To this end, World Marrow Donor Association (WMDA) is working in collaboration with ICCBBA (the international standards organization responsible for management of the ISBT 128 Standard) to develop and implement a Global Registration Identifier for Donors (GRID). The GRID Project has been a multi-phase, multi-year effort to achieve implementation on an international basis.

Through a five-phased implementation process, the GRID project has made substantial progress in moving issuing organizations

**FROM:** Use of disparate formats and methodologies to assign donor identifiers that do not assure global uniqueness

**TO:** A standard, consistent system that assigns a globally unique identifier to potential adult volunteer stem cell donors.

GRID will improve electronic communication, traceability, and accuracy in unambiguously identifying potential donors by standardizing systems of donor identification across the globe.

	GRID Implementation Plan - Template			
	Document type	Implementation Plan - Template	Working Project	GRID
	Document reference	20200731- GRID Implementation Plan	Approved by	Grid Task Force
	Version	5.0	Approval date	20200731
	Drafting date	--	Status	Public

## 2.3 Purpose of GRID

The purpose of the GRID is to:

1. Reduce the risk of misidentification of blood stem cell donors, due to the lack of global uniqueness of identifiers;
2. Provide a standard eye-readable format for the donor identifier that can be used by humans;
3. Provide a standard machine-readable format for the donor identifier that can be used by computer systems;
4. Incorporate check characters for manual editing control;
5. Provide consistent documentation;
6. Introduce traceability of donors.

## 3 Project Goals and Objectives

The goal of this project is to successfully implement GRID for **insert name of IO**.


## 4 Scope

For **insert name of your IO**, implementation of the GRID applies to all (potential) blood stem cell donors.

Planning and preparation for GRID implementation affects the following entities affiliated with **insert name of IO**:

**(List the applicable entities affiliated with your IO that may be affected by the GRID project. They may include, but are not limited to the following):**

- Unrelated HPC donor registries;
- Donor centres that recruit adult volunteer donors;
- Other recruitment partners;
- Marrow collection and apheresis centres;
- Transplant centres;
- Donor testing laboratories;
- Sample draw sites;
- Sample repositories;
- Outcome data registries;
- Courier and cryo-product shippers;
- Software developers;
- Label vendors;
- Other organisations that provide or utilize products or services of these entities

	GRID Implementation Plan - Template			
	Document type	Implementation Plan - Template	Working Project	GRID
	Document reference	20200731- GRID Implementation Plan	Approved by	Grid Task Force
	Version	5.0	Approval date	20200731
	Drafting date	--	Status	Public

## 5 Risks

This section outlines specific risks associated to the project and how each risk will be mitigated.

- Prioritization of this project in regard to other on-going projects at your IO  
Add a description, including how this risk is mitigated.
- Availability of resources at facility to perform required project tasks  
Add a description, including how this risk is mitigated.
- Add any additional risks identified by your IO.

The following risks and mitigations were identified:

Risk	Level of Risk (low, medium, high)	Mitigation

Add additional rows if needed


## 6 Impact Assessment

This section outlines both internal IO systems, processes, departments/areas, and external stakeholders impacted by the GRID project during and after implementation.

### 6.1 Internal IO Impact

- Outline internal departments/areas, groups impacted (such as Information Technology (IT), trainers, Transplant Centres, Apheresis staff, Operating Room staff, Laboratory, Couriers, and others).
- Outline systems, processes and procedures impacted.
- Add other internal specific impacts.

Internal System or Process Impacted	Department/ Area	Description of Impact

	GRID Implementation Plan - Template			
	Document type	Implementation Plan - Template	Working Project	GRID
	Document reference	20200731- GRID Implementation Plan	Approved by	Grid Task Force
	Version	5.0	Approval date	20200731
	Drafting date	--	Status	Public

Internal System or Process Impacted	Department/ Area	Description of Impact

*Add additional rows if needed*

## 6.2 External Stakeholders Impact

External Stakeholder	Description of Impact

*Add additional rows if needed*


## 7 Resources

This section outlines resources (such as people, equipment, procedures, training, validation) needed to implement GRID at the IO.

People: The table below lists anticipated resources and time commitment

**(Note: EXAMPLE ONLY)**

Resource Name	Department	Main Responsibilities	Time Commitment
		Project management and coordination (project lead)	25%
	Quality Assurance	Ensure regulatory and relevant internal requirements are followed	15%
	Communications	Communicate GRID information to all stakeholders	5%

	GRID Implementation Plan - Template			
	Document type	Implementation Plan - Template	Working Project	GRID
	Document reference	20200731- GRID Implementation Plan	Approved by	Grid Task Force
	Version	5.0	Approval date	20200731
	Drafting date	--	Status	Public

Resource Name	Department	Main Responsibilities	Time Commitment
	IT	Make software changes Update validation plan(s) Execute validation(s)	25%
	Operations	Develop procedures	
	Education & Training	Develop and deliver training	

## 8 Educational Resources

Project Management Tools	
1	GRID Implementation Plan Template (this document)
Education Resources	
2	<i>Global Registration Identifier for Donors (GRID): WMDA Guide to Understanding and Preparing for GRID Implementation: <a href="https://wmda.info/professionals/optimising-search-match-connect/why-global-identifier/">https://wmda.info/professionals/optimising-search-match-connect/why-global-identifier/</a></i>
3	<i>ISBT-128 Standard - Global Registration Identifier for Donors: ION Database and GRID Rules (ST-015) <a href="https://www.iccbba.org/docs/tech-library/technical/st-015-isbt-128-standard-globa-identification-identifier-for-donors-ion-database-and-grid-rules.pdf">https://www.iccbba.org/docs/tech-library/technical/st-015-isbt-128-standard-globa-identification-identifier-for-donors-ion-database-and-grid-rules.pdf</a></i>
4	<i>ISBT-128 Standard Technical Specification (ST-001) <a href="https://www.iccbba.org/docs/tech-library/technical/st-001-isbt-128-standard-technical-specification.pdf">https://www.iccbba.org/docs/tech-library/technical/st-001-isbt-128-standard-technical-specification.pdf</a></i>

## 9 Project Team and Oversight Authority


*Describe the organisational structure of the project team and stakeholders, preferably providing a graphical depiction. A narrative description is also acceptable.*

## 10 Implementation Plan Tasks

This section provides a high-level outline of the project's most significant activities and associated timelines.


*The table below provides suggested examples of tasks; please customize for the specific plans and conditions of your IO*

Task Name	Completion Target date
-----------	------------------------


	GRID Implementation Plan - Template			
	Document type	Implementation Plan - Template	Working Project	GRID
	Document reference	20200731- GRID Implementation Plan	Approved by	Grid Task Force
	Version	5.0	Approval date	20200731
	Drafting date	--	Status	Public

Task Name		Completion Target date
1	Identify anticipated resources to work on the GRID implementation effort <ul style="list-style-type: none"> <li>• Ensure your senior leadership understands and supports the need to pursue GRID implementation.</li> <li>• Staff resources</li> <li>• Monetary resources</li> </ul>	
2	Form a core implementation team <ul style="list-style-type: none"> <li>• Ensure cross-functional representation</li> <li>• Identify a team lead</li> <li>• Establish a framework for team governance, member roles and responsibilities, meetings, charter, etc.</li> </ul>	
3	Ensure the core team gains a comprehensive understanding of the GRID requirements, including: <ul style="list-style-type: none"> <li>• A complete understanding of the GRID requirements and the long-term vision</li> <li>• A comprehensive understanding of the implementation phases A-E and the importance of meeting the expectations and timeline for each phase.</li> </ul>	
4	Develop Initial GRID implementation plan <ul style="list-style-type: none"> <li>• The overall implementation plan should take into account each phase of implementation.</li> </ul>	
5	Obtain implementation plan approvals as per facility requirements.	
6	Apply for an Issuing Organization Number (ION) thru WMDA (if not already assigned)	
7	Compare current donor identifier format to GRID requirements	
8	Determine format for new donor identifier within the GRID for adult products	
9	Determine method for mapping local identifiers to the GRID	
10	Determine method for mapping local identifiers to the GRID	
11	Conduct initial assessment of impact on internal IO operations and processes	
12	Identify external partners; these may include, but are not limited to: <ul style="list-style-type: none"> <li>• Unrelated HPC donor registries;</li> <li>• Donor centres that recruit adult volunteer donors;</li> <li>• Other recruitment partners;</li> <li>• Marrow collection and apheresis centres;</li> <li>• Transplant centres;</li> <li>• Donor testing laboratories;</li> </ul>	



	GRID Implementation Plan - Template			
	Document type	Implementation Plan - Template	Working Project	GRID
	Document reference	20200731- GRID Implementation Plan	Approved by	Grid Task Force
	Version	5.0	Approval date	20200731
	Drafting date	--	Status	Public

Task Name		Completion Target date
	<ul style="list-style-type: none"> <li>• Sample draw sites;</li> <li>• Sample repositories;</li> <li>• Outcome data registries;</li> <li>• Courier and cryo-product shippers;</li> <li>• Software developers;</li> <li>• Label vendors;</li> <li>• Other organizations that provide or utilize products or services of these entities</li> </ul>	
13	<p>Conduct assessment of impact on external stakeholders, partners, and donors</p> <ul style="list-style-type: none"> <li>➤ Consider conducting a survey with stakeholders to obtain their perception of impact, including: <ul style="list-style-type: none"> <li>• how partners currently record the donor identifier, both manually and electronically;</li> <li>• how donor identifiers are mapped for traceability;</li> <li>• how product collection centres, and sample draw sites label their samples and products;</li> <li>• how transplant centres accept and read sample and product labels;</li> <li>• how laboratories' instrumentation reads sample labels at receipt and testing;</li> <li>• How electronic interfaces need to be adapted.</li> </ul> </li> </ul>	
14	<p>Complete technology needs assessment</p> <ul style="list-style-type: none"> <li>• Engage Information Technology (IT) resources in needs assessment and throughout the GRID implementation process</li> <li>• Assess requirements for interchange with EMDIS and BMDW, as well as other IOs and donor centres</li> <li>• Determine software needs and identify options for software development, if applicable</li> <li>• Assess equipment needs, including printers, scanners, labels to produce machine-readable GRID if applicable</li> </ul>	
15	<p>Select Vendors, as applicable</p> <ul style="list-style-type: none"> <li>• Identify, assess and qualify potential vendor(s) for equipment, software and software development</li> <li>• Complete vendor selection and vendor agreement(s)</li> <li>• Work closely with selected vendors, particularly software developers, to ensure they understand all GRID requirements</li> <li>• Ensure software developer adheres to the specific requirements for electronic, machine-readable presentation of the GRID</li> </ul>	
16	<p>Develop a comprehensive Communication Plan</p> <ul style="list-style-type: none"> <li>• To include internal and external stakeholders</li> </ul>	


	GRID Implementation Plan - Template			
	Document type	Implementation Plan - Template	Working Project	GRID
	Document reference	20200731- GRID Implementation Plan	Approved by	Grid Task Force
	Version	5.0	Approval date	20200731
	Drafting date	--	Status	Public

Task Name		Completion Target date
17	Familiarize or educate applicable staff on GRID and ISBT 128 basic concepts. ➤ Note: refer to the ICCBBA website and education presentations listed in section H of this plan	
18	Develop a complete IT Implementation Plan to include: <ul style="list-style-type: none"> <li>• Interfaces with others' applications: EMDIS, HLA and IDM testing labs, partner registries, collection centres, transplant centres, donor centres, etc.</li> <li>• Applications that record donor information</li> <li>• Validation of software changes</li> <li>• Strategies to handle both, previous donor identifier and GRID during a transition period</li> <li>• Strategy to move to GRID as the sole key identifier for a donor in your IO software and on search reports, forms, letters, ...</li> </ul>	
19	Develop validation plan and obtain approvals to test the operation and performance of all application changes	
20	Execute validation, document and obtain approvals of each validation results.	
21	Establish or update policies, procedures and forms to incorporate GRID for donor identification	
22	Identify training needs and develop specific training, as needed	
23	Ensure completion of each task of the GRID Readiness Checklist	
24	Determine the target date for GRID implementation	
25	Proceed with implementation and begin using new GRID for donor identification	
26	Perform and document post implementation review/effectiveness assessment.	

## 11 Implementation Plan Approval

Approval of the Project Implementation Plan (by Senior Leadership, Medical Director and others with appropriate knowledge and authority as determined by facility) indicates an understanding of the purpose and content described in this document. By signing this document, each individual agrees work should be initiated on this project and necessary resources should be committed as described herein.

Approver Name	Title	Signature	Date

	GRID Implementation Plan - Template			
	Document type	Implementation Plan - Template	Working Project	GRID
	Document reference	20200731- GRID Implementation Plan	Approved by	Grid Task Force
	Version	5.0	Approval date	20200731
	Drafting date	--	Status	Public


## 12 Revision History

Version	Description of Changes

## 13 References

- List any relevant references that will be useful for the IO in GRID implementation.