Weeks 1-2 | Mobilize & Baseline

Focus	Key Actions (Strategic Pillar)	Owner
	Convene a 3-person VBC core team and choose one project champion (All Pillars)	CEO / Ops VP
	Interview one rep per site to list data systems and file formats (Leverage Data & Analytics)	Ops VP • Analyst
Establish minimal governance and capture the messy current state.	Inventory existing tech modules and AI features already in the EHR (AI & Tech-Enabled Care)	DON • IT Lead
	Map the top MA plan and one ACO already serving your ZIP codes (Innovative Care Partnerships)	Ops VP
	Run a 5-question online pulse survey on staff training gaps (Smart Staffing & Training)	HR Manager



Weeks 3-4 | Synthesize & Engage

Focus	Key Actions (Strategic Pillar)	Owner
	Group data pain points into three themes and pick one quick-win KPI (Leverage Data & Analytics)	Analyst
	Draft a one-page "Why VBC now" narrative and email site leaders (All Pillars)	Project Champion
Turn raw findings into priorities and begin socializing them.	Host a 30-minute call with the MA plan's provider-relations rep (Innovative Care Partnerships)	Ops VP
	Choose one no-code dashboard tool and sketch KPI layout (AI & Tech-Enabled Care)	IT Lead
	Design a micro-learning outline on early sign detection (Smart Staffing & Training)	Staff Educator



Weeks 5-6 | Prototype & Pilot Design

Focus	Key Actions (Strategic Pillar)	Owner
	Clean a single month of census and incident data in CSV format (Leverage Data & Analytics)	Analyst
	Build a draft KPI dashboard and demo it to the core team (Leverage Data & Analytics)	Analyst
Build low-lift proofs of concept and secure preliminary buy-in.	Draft a simple rule-based alert in the EHR for repeat falls (AI & Tech-Enabled Care)	EHR Super-user
	Hold joint MA plan scoping call; outline a 60-day micro-pilot (Innovative Care Partnerships)	Ops VP • MA Rep
	Record a 10-minute voice-over micro-learning for one shift (Smart Staffing & Training)	Staff Educator



Weeks 7-8 | Validate & Propose

Focus	Key Actions (Strategic Pillar)	Owner
Review prototypes, formalize next steps, and document resources needed.	Collect feedback and refine KPI definitions (Leverage Data & Analytics)	Analyst
	Measure alert false-positive rate and decide next steps (AI & Tech-Enabled Care)	EHR Super-user
	Draft a one-page partner MOU template for shared quality goals (Innovative Care Partnerships)	Ops VP • Legal
	Estimate hours and costs for a broader 90-day pilot (All Pillars)	Project Champion
	Present 60-day results and pilot proposal to leadership (All Pillars)	Project Champion

