



# Write the Operating Plan: MMRF Operating Plan

KPMA Tools: MMRF Case Study

# GUIDING PRINCIPLES FOR EXERCISE

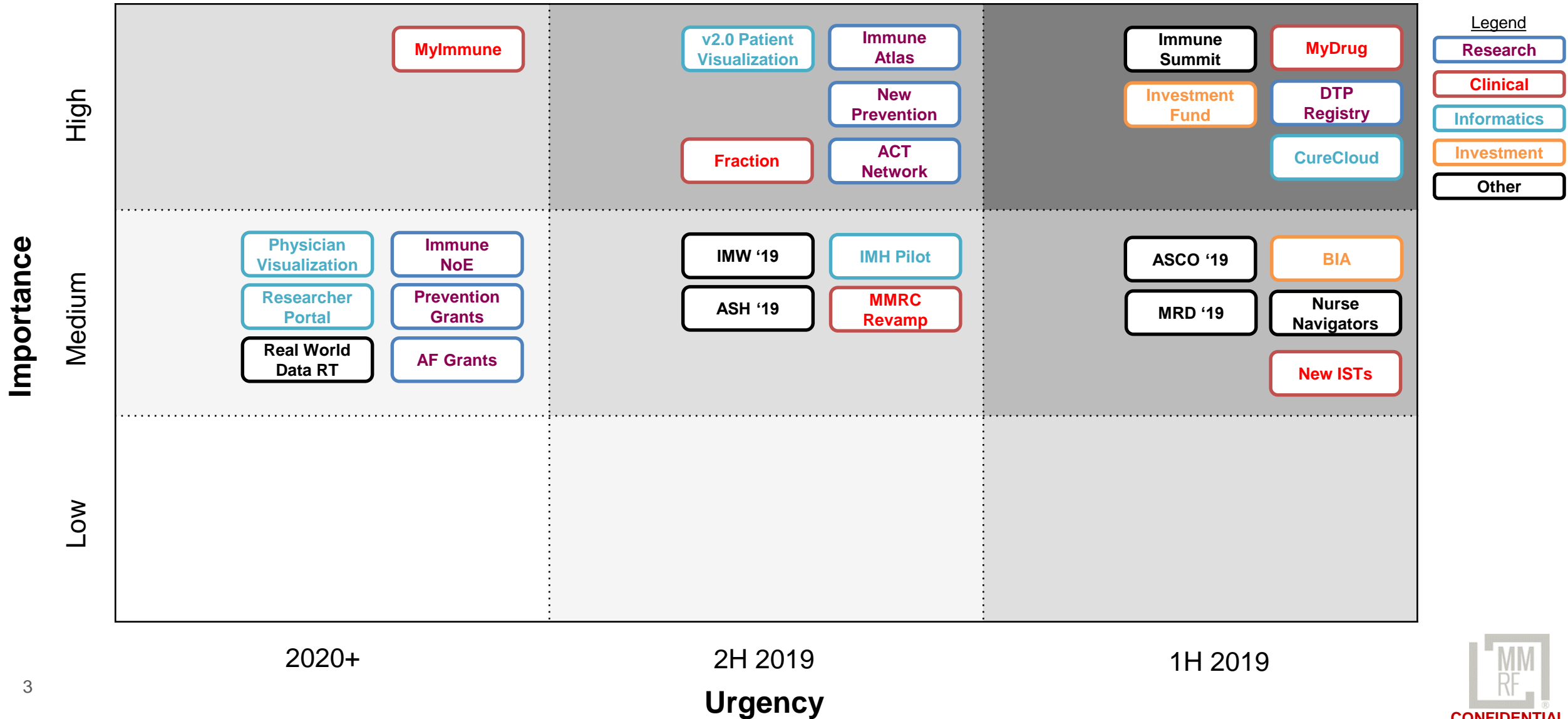
## What to prioritize?

- All critical research, clinical, data, or investment programs or meetings
- Both ongoing and new strategic initiatives part of 3-year plan
- Do not need to include supporting functions

## How to prioritize?

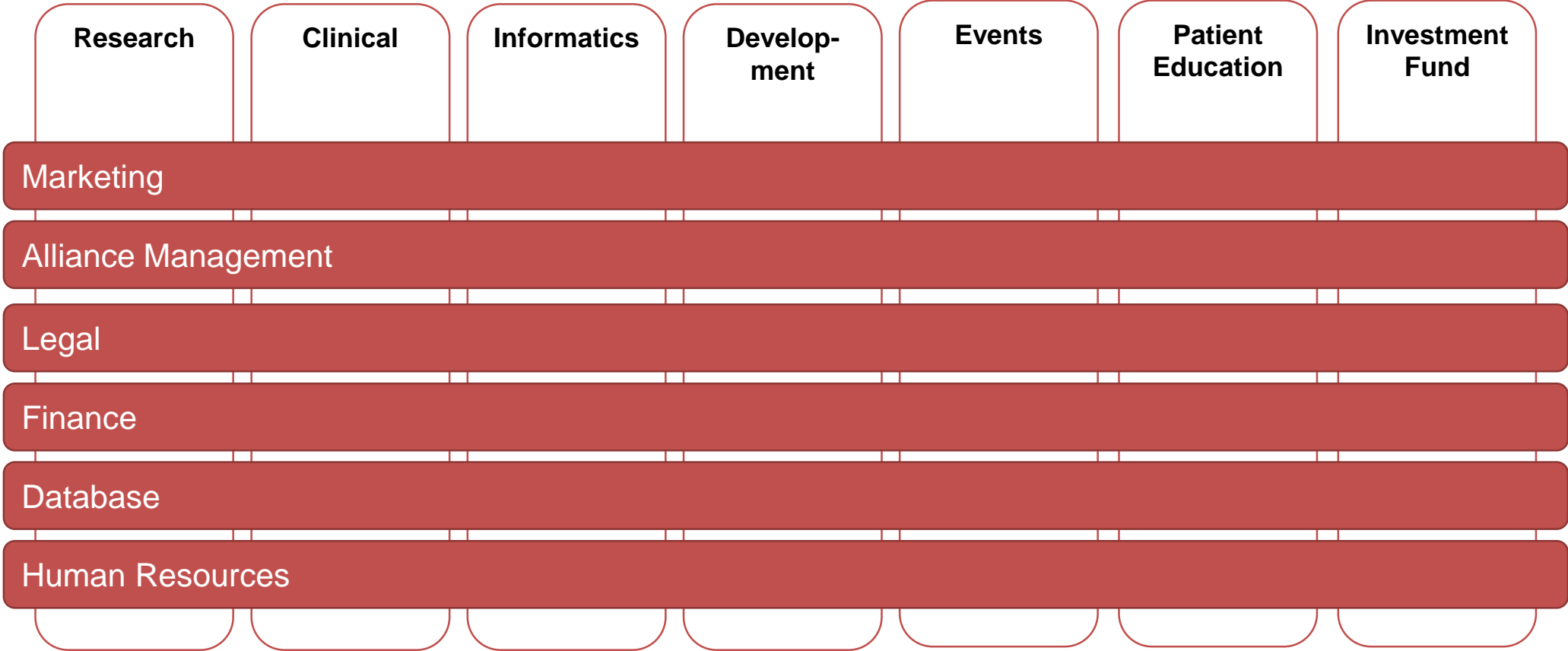
- 1. Importance** → Level of significance, value, or impact on overall success of MMRF strategic plan / imperatives
- 2. Urgency** → Level of importance in completing as quickly as possible

# PRIORITIZATION MAP



# OPERATING PLAN PROCESS & STRUCTURE

# MMRF MATRIX ORGANIZATION



# OPERATING PLAN OUTLINE

1. Quarterly Summary
2. Goals and Objectives
3. Summary of Strategic Objectives
  - Description
  - Rationale
  - Vision for Success
  - Approach / Process
4. Timeline
5. Risks
6. Budget
7. Human Resource Needs
8. Quarterly Summary

# OPERATING PLAN QUARTERLY VIEW

# RESEARCH

Strategic Objectives	Workstream	Team		Key Milestones - 2019			
		R	A	Q1	Q2	Q3	Q4
Build MMRF Leadership in Precision Genomics	Commpass	JY	DA	<ul style="list-style-type: none"> <li>Complete IA 15</li> <li>Host PMIC call (Q2)</li> <li>Amend Rave go</li> </ul>	<ul style="list-style-type: none"> <li>Prep IA 16</li> <li>Prep for ASCO19 meeting</li> </ul>	<ul style="list-style-type: none"> <li>Complete IA 16</li> </ul>	<ul style="list-style-type: none"> <li>Prep IA 17</li> <li>Prep for ASH19 meeting</li> <li>Kickoff EMR pilot</li> </ul>
	MPP	JY	DA	<ul style="list-style-type: none"> <li>Amend protocol</li> <li>Screen 10 patients for studies</li> </ul>	<ul style="list-style-type: none"> <li>Screen 20 patients for studies</li> </ul>	<ul style="list-style-type: none"> <li>Screen 20 patients for studies</li> </ul>	<ul style="list-style-type: none"> <li>Prep MPP Manuscript</li> <li>Screen 20 patients for studies</li> </ul>
	CureCloud DTP Research Initiative	JY	DA	<ul style="list-style-type: none"> <li>Complete CLIA &amp; sign out</li> <li>IRB, DPP Upgrade</li> </ul>	<ul style="list-style-type: none"> <li>Launch DTP Activities (May)</li> <li>Enroll 100 patients in DTP</li> </ul>	<ul style="list-style-type: none"> <li>Enroll 300 patients in DTP</li> </ul>	<ul style="list-style-type: none"> <li>Enroll 300 patients in DTP</li> </ul>
Launch Myeloma Immune Atlas	Immune networks of excellence	MH	DA	<ul style="list-style-type: none"> <li>Issue 1Y interim report (Q2)</li> </ul>	<ul style="list-style-type: none"> <li>Conduct joint analysis planning</li> <li>Hold F2F meeting</li> </ul>	<ul style="list-style-type: none"> <li>Issue 1.5Y interim report</li> </ul>	<ul style="list-style-type: none"> <li>Integrate new IO efforts</li> </ul>
	Immune correlatives network	MH	DA	<ul style="list-style-type: none"> <li>Alignment on initial Immune assays / platform</li> </ul>	<ul style="list-style-type: none"> <li>Launch IO SC</li> </ul>	<ul style="list-style-type: none"> <li>Kickoff IO profiling activities for MyDrug &amp; CureCloud</li> </ul>	<ul style="list-style-type: none"> <li>Deliver interim data readout</li> </ul>
	Commpass IO	MH	DA	<ul style="list-style-type: none"> <li>Conduct March Immune Summit</li> <li>Finalize plans &amp; RFP (Q2)</li> </ul>	<ul style="list-style-type: none"> <li>Hold pharma negotiations</li> <li>Kickoff CoMMpass IO Pilot</li> </ul>	<ul style="list-style-type: none"> <li>Pilot readout</li> <li>Kickoff CoMMpass IO study</li> </ul>	<ul style="list-style-type: none"> <li>Deliver interim data readout</li> </ul>
Build Prevention Strategy	Existing prevention grants	LG	DA	<ul style="list-style-type: none"> <li>Conduct regular follow-up on prevention grants</li> </ul>	<ul style="list-style-type: none"> <li>Deliver Perelman 2Y Report</li> <li>Hold 2Y F2F meeting</li> </ul>	<ul style="list-style-type: none"> <li>Develop new trial concepts</li> </ul>	<ul style="list-style-type: none"> <li>Deliver Perelman 2.5Y</li> <li>Hold 2.5Y F2F meeting</li> </ul>
	New prevention programs	LG	DA	<ul style="list-style-type: none"> <li>Conduct March Immune Summit</li> </ul>	<ul style="list-style-type: none"> <li>Develop plan for new collaborations</li> </ul>	<ul style="list-style-type: none"> <li>Kickoff work on new collaborations</li> </ul>	<ul style="list-style-type: none"> <li>Deliver interim readout on new collaborations</li> </ul>
Develop New Academic and Pharma Partnerships	Research translational programs	JP	DA	<ul style="list-style-type: none"> <li>Deliver 6 month interim AF report</li> </ul>	<ul style="list-style-type: none"> <li>Develop new translational programs</li> </ul>	<ul style="list-style-type: none"> <li>Deliver 1Y interim AF report</li> </ul>	<ul style="list-style-type: none"> <li>Launch new translational program</li> </ul>
	Scientific roundtables	JP	DA	<ul style="list-style-type: none"> <li>Submit proposals to pharma partners</li> </ul>	<ul style="list-style-type: none"> <li>Prepare &amp; host MRD19</li> </ul>	<ul style="list-style-type: none"> <li>Prepare &amp; host IMW19</li> </ul>	<ul style="list-style-type: none"> <li>Prepare for scientific roundtable at ASH19</li> </ul>
	Research grants	JP	DA	<ul style="list-style-type: none"> <li>Submit proposals to pharma partners</li> </ul>	<ul style="list-style-type: none"> <li>Issue 17/18 progress reports</li> </ul>	<ul style="list-style-type: none"> <li>Review fellow proposals</li> </ul>	<ul style="list-style-type: none"> <li>Issue fellow awards</li> </ul>



# OPERATING PLAN TEMPLATE

# GOALS & OBJECTIVES

## Goals

1. Xxxx
2. Xx
3. xx

## Objectives

1. Xxxx
2. Xx
3. Xx
4. Xx
5. Xx
6. Xx
7. xxx

# STRATEGIC OBJECTIVE #1

**Strategic Objective #1: [Insert text from previous slide]**

Description

Rationale

Vision of Success

Approach / Process

# TIMELINE

Objective	Workstream	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
[Objective #1]	[Workstream #1]			Launch									
	[Workstream #2]						Deliverable						
	[Workstream #3]									Meeting			

# RISKS

Objective	Risk	Description	Impact	Mitigation
			Medium	
			High	
			Low	
			Medium	

# BUDGET

Objective	Program / Need	Total Cost	MMRF Cost	Partner Cost

# HUMAN RESOURCE NEEDS

Position	Responsibilities	Skill Requirements	Expected Timeline