



Community of Action

Working Group Roles

Team Leader

- Initiates contact with Digital Health Canada via application
- Identifies and outlines deliverable objective
- Identifies and outlines direction and vision
- Drafts and establishes the project timeline/schedule
- Drafts project overview to engage contributors
- Provides contributor information to the team
- Acts as main point of contact with Digital Health Canada

Contributor

- Contributes to research
- Contributes to development and completion of final deliverable
- Invites fellow members to contribute as needed
- Formulates survey questions and analyzes results
- Drafts e-blast content

Observer

- Joins later in the process in order to provide limited feedback
- Provides information resources as required
- Provides input on final formation of the deliverable
- Assists with marketing/promotional efforts
- Ideal for Subject Matter Experts interested in progress updates

Editor

- Reviews final deliverable to ensure accuracy
- Proofreads for grammatical/spelling errors
- Ensures content is consistent and reads well



Prepare for success and efficiency by using these defined roles created for the Digital Health Canada members who join Community of Action Working Groups.

Learn more at about Communities of Action at digitalhealthcanada.com