

| 開業スケジュール管理表 | | 7ヶ月前 | | | | 6ヶ月前 | | | | 5ヶ月前 | | | | 4ヶ月前 | | | | 3ヶ月前 | | | | 2ヶ月前 | | | | 1ヶ月前 | | | | 開業日 | 1ヶ月後 | | | | | | |
|-------------|----------------|----------|------|-----|-------|----------|-------|-------|-------|----------|-------|-------|-------|---------|-------|-------|-------------|---------|-------|-------|---------------|---------|-------|-------|-------------|---------|-------|-------|----------|------|------|--|--|--|--|--|--|
| | | 平成30年10月 | | | | 平成30年11月 | | | | 平成30年12月 | | | | 平成31年1月 | | | | 平成31年2月 | | | | 平成31年3月 | | | | 平成31年4月 | | | | 5月1日 | | | | | | | |
| | | 業者名 | 担当者名 | 連絡先 | 1week | 2week | 3week | 4week | 1week | 2week | 3week | 4week | 1week | 2week | 3week | 4week | 1week | 2week | 3week | 4week | 1week | 2week | 3week | 4week | 1week | 2week | 3week | 4week | 開業 | | | | | | | | |
| 物件関係 | 物件選定 | | | | 選定 | | | | 検討 | | | | 契約 | | | | 引渡 | | | | | | | | | | | | | | | | | | | | |
| | 賃貸借契約 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 敷金等支払 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 賃料等支払 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 事業計画 | クリニック名 | | | | | | | | 検討 | | | | 決定 | | | | | | | | | | | | | | | | | | | | | | | | |
| | 診察方針 | | | | | | | | 検討 | | | | 決定 | | | | | | | | | | | | | | | | | | | | | | | | |
| 融資関係 | 事業計画 | | | | | | | | 作成 | | | | 作り直し | | | | | | | | | | | | | | | | | | | | | | | | |
| | 融資先 | | | | | | | | 申込 | | | | 条件交渉 | | | | | | | | | | | | | | | | | | | | | | | | |
| 内装関係 | 設計 | | | | | | | | 基本設計 | | | | 完成 | | | | 設計・仕様決定 | | | | | | | | | | | | | | | | | | | | |
| | 工事期間 | | | | | | | | | | | | | | | | 内装工事 | | | | 仮引渡・手直し | | | | 引渡 | | | | | | | | | | | | |
| | 内装支払日 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 支払い | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 事務機器関係 | 内装家具 | | | | | | | | | | | | | | | | 選定・発注 | | | | 導入 | | | | | | | | | | | | | | | | |
| | 事務機器 | | | | | | | | | | | | | | | | 選定・発注 | | | | 導入 | | | | | | | | | | | | | | | | |
| | 電話機 | | | | | | | | | | | | | | | | 選定・発注 | | | | 導入 | | | | | | | | | | | | | | | | |
| 医療機器関係 | 医療機器(医療機器) | | | | | | | | 選定 | | | | | | | | 発注 | | | | 導入 | | | | | | | | | | | | | | | | |
| | 医療機器(材料・消耗品等) | | | | | | | | | | | | | | | | 選定 | | | | 発注 | | | | 導入 | | | | | | | | | | | | |
| | 支払(ディーラーB) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| レセコン・電算関係 | レセコン/電算関係 | | | | | | | | 選定 | | | | 発注 | | | | マスター作成 | | | | 導入 | | | | | | | | | | | | | | | | |
| | 研修 | | | | | | | | | | | | | | | | | | | | | | | | 研修 | | | | | | | | | | | | |
| 薬品・医療消耗品 | 薬品/医療消耗品 | | | | | | | | | | | | | | | | | | | | 選定 | | | | 発注 | | | | 導入 | | | | | | | | |
| | 支払 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| リース関係 | リース | | | | | | | | | | | | | | | | 選定 | | | | 発注 | | | | | | | | | | | | | | | | |
| | 契約 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 保険・保証 | 火災保険加入(不動産契約後) | | | | | | | | 選定 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 生命保険(必要に応じて) | | | | | | | | | | | | | | | | 選定 | | | | 発注 | | | | 導入 | | | | | | | | | | | | |
| | セキュリティ(内装関係) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| デザイン・印刷物 | ロゴマーク | | | | | | | | | | | | デザイン | | | | 検討 | | | | 決定 | | | | | | | | | | | | | | | | |
| | 診察券 | | | | | | | | | | | | | | | | デザイン | | | | 発注・制作・完成 | | | | | | | | | | | | | | | | |
| | 封筒 | | | | | | | | | | | | | | | | デザイン | | | | 発注・制作・完成 | | | | | | | | | | | | | | | | |
| | 名刺 | | | | | | | | | | | | | | | | デザイン | | | | 発注・制作・完成 | | | | | | | | | | | | | | | | |
| | 挨拶状・開業案内名刺 | | | | | | | | | | | | 内容作成 | | | | 発注・制作・完成・発送 | | | | | | | | | | | | | | | | | | | | |
| | クリニック案内 | | | | | | | | | | | | | | | | 内容作成 | | | | 制作 | | | | 発注・制作・完成・発送 | | | | | | | | | | | | |
| | リーフレット | | | | | | | | | | | | | | | | 内容作成 | | | | 発注・制作・完成・発送 | | | | | | | | | | | | | | | | |
| ホームページ | ホームページ作成 | | | | | | | | | | | | 選定・発注 | | | | 導入 | | | | 完成 | | | | | | | | | | | | | | | | |
| | ホームページ支払 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | ホームページアップ | | | | | | | | | | | | | | | | | | | | 仮アップ(内覧会開催告知) | | | | | | | | | | | | | | | | |
| | プロモーション | | | | | | | | | | | | | | | | | | | | 登録 | | | | 配布期間●/●~ | | | | | | | | | | | | |
| 広告関係 | 電柱広告・駅構内看板等 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | ポスティング | | | | | | | | | | | | | | | | | | | | 制作 | | | | チラシ配布 | | | | | | | | | | | | |
| | 新聞折り込み | | | | | | | | | | | | | | | | | | | | 制作 | | | | | | | | | | | | | | | | |
| | 内覧会 | | | | | | | | | | | | | | | | | | | | 契約 | | | | 内覧会 | | | | | | | | | | | | |
| 人材関係 | 募集(募集方法・媒体) | | | | | | | | | | | | 媒体選定 | | | | 掲載 | | | | | | | | | | | | 候補●/●●●● | | | | | | | | |
| | 採用面接・雇用契約) | | | | | | | | | | | | | | | | 面接 | | | | 契約 | | | | ●/● | | | | 研修・開業準備 | | | | | | | | |
| | スタッフ教育・研修 | | | | | | | | | | | | | | | | | | | | | | | | 提出 | | | | ●/● | | | | | | | | |
| 手続関係 | 保健所 | | | | | | | | | | | | | | | | | | | | 作成 | | | | 提出 | | | | ●/● | | | | | | | | |
| | 厚生局 | | | | | | | | | | | | | | | | | | | | 作成 | | | | 提出 | | | | ●/● | | | | | | | | |
| | 医師会 | | | | | | | | | | | | | | | | | | | | | | | | 入会手続 | | | | 提出 | | | | | | | | |
| | 医師会保 | | | | | | | | | | | | | | | | | | | | | | | | | | | | 提出 | | | | | | | | |
| | 医師賠償保険 | | | | | | | | | | | | | | | | | | | | | | | | | | | | 提出 | | | | | | | | |
| | 労働基準監督署 | | | | | | | | | | | | | | | | | | | | | | | | | | | | 提出 | | | | | | | | |
| | ハローワーク | | | | | | | | | | | | | | | | | | | | | | | | | | | | 提出 | | | | | | | | |
| | 税務署 | | | | | | | | | | | | | | | | | | | | | | | | | | | | 提出 | | | | | | | | |
| | 社保支払基金 | | | | | | | | | | | | | | | | | | | | | | | | | | | | 提出 | | | | | | | | |
| | 国保連合会 | | | | | | | | | | | | | | | | | | | | | | | | | | | | 提出 | | | | | | | | |
| | 公費(生活保護等) | | | | | | | | | | | | | | | | | | | | | | | | | | | | 提出 | | | | | | | | |
| その他 | 自宅引越し | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 勤務先状況(退職予定日) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 施設挨拶回り | | | | | | | | | | | | | | | | | | | | | | | | 挨拶 | | | | | | | | | | | | |
| | クリーニング業者 | | | | | | | | | | | | | | | | | | | | | | | | 選定 | | | | 決定 | | | | | | | | |
| | X線バッジ | | | | | | | | | | | | | | | | | | | | | | | | 選定 | | | | 決定 | | | | | | | | |
| | 廃棄物会社 | | | | | | | | | | | | | | | | | | | | | | | | 選定 | | | | 決定 | | | | | | | | |
| | 臨床検査会社 | | | | | | | | | | | | | | | | | | | | | | | | 選定 | | | | 決定 | | | | | | | | |
| 防火管理講習 | | | | | | | | | | | | | | | | 申込 | | | | 受講 | | | | | | | | | | | | | | | | | |