

Alcohol-Related Liver Disease PSP Project plan
(For information, a typical PSP completes in around 12-18 months)

Task	Notes	Who is involved?	May-14	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15
Initial awareness meeting																						
Hold meeting	<i>Assess interest in participating/joining Steering Group</i>	PSP Lead/JLA Adviser?																				
Steering Group (SG)																						
Scope out SG		PSP Lead																				
Hold preliminary SG meeting		SG/JLA Adviser																				
Agree protocol		SG																				
Recruit information specialist	<i>With input from Steering Group</i>	PSP leader/SG																				
Agree Terms of Reference		SG																				
Website																						
Produce project website	<i>With input from SG</i>	PSP Co-ordinator/PSP Lead?																				
Announce launch of site and PSP		All																				
Survey of patients, carers and clinicians																						
Design survey		PSP Lead/JLA Adviser/all																				
Feedback from steering group		SG																				
External pilot		SG																				
Launch survey		All																				
2-3 rounds of publicity		All																				
Leave survey online																						
Give progress reports to SG		PSP Co-ordinator/Lead/Info Specialist?																				
Close survey		Info specialist																				
Checking the uncertainties																						
Preparation / agreement of taxonomy	<i>With input from SG</i>	Info Specialist																				
Categorisation of submissions	<i>With input from SG</i>	Info Specialist																				
Lumping/splitting	<i>With input from SG</i>	Info Specialist																				
PICO formatting	<i>With input from SG</i>	Info Specialist																				
Removal of out of scope	<i>With input from SG</i>	Info Specialist																				
Checking against SRs and guidelines	<i>With input from SG</i>	Info Specialist																				
Identification of research recommendations	<i>With input from SG</i>	Info Specialist																				
Preparation of long list of verified uncertainties	<i>With input from SG</i>	Info Specialist																				
Preparation of dataset for UK DUETs		Info Specialist																				
Interim prioritisation exercise																						
Finalise who will participate in this stage		SG																				
Agree the long list of uncertainties		SG																				
Agree format of the shortlisting form		SG																				
Issue the shortlisting survey		PSP Co-ordinator/Lead?																				
Send reminder		PSP Co-ordinator/Lead?																				
Collect, collate and rank responses		PSP Co-ordinator/Lead/Information Specialist?																				
Agree final shortlist to take to the workshop		SG																				
Final prioritisation workshop																						
Agree time and book venue for workshop		PSP Co-ordinator																				
Agree workshop format		SG																				
Invite participants		PSP Co-ordinator																				
Book catering etc		PSP Co-ordinator																				
Prepare and send out pre-workshop pack		PSP Co-ordinator																				
Prepare workshop materials		PSP Co-ordinator																				
Chair and facilitate workshop	<i>With other JLA Advisers</i>	JLA Adviser																				
Dissemination																						
Development of research questions		SG/Information Specialist																				
Liaison with research funding organisations		All																				
Lay report		SG																				
Scientific report		SG																				

Dates of Steering Group meetings:

Other Key dates:

- Launch Survey
- Interim prioritisation
- Final workshop

