Key stages in JLA process: Bipolar PSP

Activity	Who	Broad Timeline
Activity	VVIIO	broad filleline
Data cleaning and categorising		
Combine online and paper survey	Information	January-March 2015
responses	Specialist	
 Thematic analysis of submitted 		
questions, on the basis of agreed		
framework		
 Identify out of scope uncertainties 		
 Data Group Teleconference in mid- late February to review progress 	Data Group Teleconference	Mid-late February TBC*
Steering group		
 Expect to have a framework populated with the data (grouped and 	ŤŤŤŤŤ	
single uncertainties) and a list of out		
of scope uncertainties for discussion	Steering Group	March 23rd 2015
and agreement		
Format submissions and verify true		
uncertainties		
• Remove out of scope, format	Information	By early June 2015
intervention questions into PICO	Specialist	
format; early data check with	•	
UKDUETs		
	Information	
 Check questions against literature to identify true uncertainties - Cochrane 	Specialist with	By early June 2015
Library and other systematic reviews,	support	
plus knowledge in the Steering Group		
• Data Group Teleconference in early-		
mid May to review progress	Data Group	Fouly mid Most TDC*
	Teleconference	Early-mid May TBC*
Steering Group		
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 Agree long list (suggest not more than 100) and process of voting online (e.g. people choose top 3, or top 10 or other) and then design voting survey, survey live and run for 2-3 weeks. Start to plan final workshop 	Steering Group	17th June 2015
 Process votes and assemble rank order of long list (i.e. most voted questions at the top) and agree the 30 or so that you want to put through for discussion at the workshop) = a workshop shortlist - Interim prioritisation work complete 	Steering Group teleconference	By end July 2015
 Final Workshop Invite patients, carers and clinicians to final workshop The Top 10 will emerge from the workshop, where further combining may have occurred, which should be tracked accordingly with all relevant details 	Group Workshops	September TBC*
 Reporting Work on priorities to fashion them into good quality research questions (Steering Group activity or workshop) Formally report to partners, and their communities of interest Publish in relevant high impact journals, and patient/carer publications 	Core JLA group/Steering Group	October-November 2015