

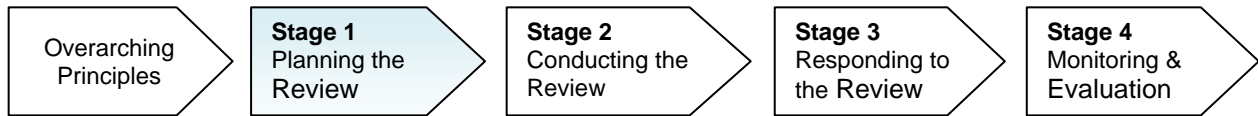
Skills and Processes for PRD – Planning the review

31/07/08



SKILLS AND PROCESSES FOR PEER REVIEW AND DEVELOPMENT

Guidance for PRD Groups



The Review Process

STAGE 1

Planning the review

Members of the PRD group plan a review process based on a sufficient, valid and reliable sample of evidence to review an organisation's self-assessment and improvement plan including its capacity to improve

In order to do this effectively, the representatives of each organisation within the group are likely to:

Agree:

- in the context of a whole organisation approach, what aspects of the organisation will be sampled
- the purposes and outcomes that each participating organisation expects from the review
- the key data to be examined in order to determine the validity and reliability of the reviewed organisation's self-assessment process and its capacity to improve
- the timescales for the review, how it will be conducted and the personnel to be involved
- the resource allocation, monitoring and recording required to support the review process
- how the processes and findings of the review will be recorded and presented in order to support the reviewed organisation improve their self assessment processes, develop their capacity to improve and raise the quality of provision across the whole organisation
- strategies for evaluating the effectiveness of the planned review

[One group shared the agenda for a planning meeting for others to download and adapt for their own use](#)

Use effective skills and knowledge of:

- negotiation
- project planning
- time management
- resource management

- benchmarking
- development planning
- quality improvement and quality assurance

Useful Links:

[Skills and Processes for Peer Review and Development](#)

Peer Review & Development: [guidance for PRD groups](#)

Roles and [responsibilities for PRD](#)

[Skills and attributes for PRD](#)