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| **Northern IAPT Practice Research Network**  **Project Plan** |

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| --- | --- |
| **Title of project:** |  |
| **Project period:** | [start date – proposed end date] |
| **Project team:** | [add names of collaborators here] |
| **Project plan last updated on:** | [date and version number] |

**Background and rationale**

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| Describe the topic of your proposed project or study and justify the need for conducting a new study.  What is the topic or problem to be addressed?  What do we know about this already?  Why is it relevant or important to psychotherapy and IAPT services?  If the proposal is for a formal research project, what are the research questions?  *NOTE*: This section can be copied and pasted from the initial ‘Project Proposal Form’. |

**Objectives**

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| Describe the primary objective of the project and also any secondary objectives if relevant.  *NOTE*: This section can be copied and pasted from the initial ‘Project Proposal Form’. |

**Design**

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| Concisely describe the type of study design that may enable us to accomplish the objectives of the project. This does not need to be any longer than one or two paragraphs at this stage.  Some questions to consider:  What kind of data needs to be gathered?  Will the project use existing retrospective data or does it require the prospective collection of new data?  Is this project a clinical audit or formal research? See: <http://www.hra-decisiontools.org.uk/ethics/>  What resources may be necessary to accomplish the project?  *NOTE*: This section can be copied and pasted from the initial ‘Project Proposal Form’. |

**Who will do what?**

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| Roles | Responsibilities | Collaborators |
| [name the role of each project team member here]  e.g. Project manager, clinical supervisor, therapist, data analyst, academic consultant on methodology, etc. | [briefly describe key tasks and responsibilities as part of the project] | [name of collaborator linked to each role] |

**When will it happen?**

[In this section briefly summarise the expected timescales for the broad stages of the project; add more or less stages as required]

**Stage 1**

***Development***

[Month Year – Month Year]

**Stage 2**

***Implementation***

[Month Year – Month Year]

**Stage 3**

***Dissemination***

[Month Year – Month Year]

**How will it work?**

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| **A C T I O N P L A N** | | | | | |
| **Stage** | **Objective** | **Tasks** | **People** | **Target**  **date** | **Notes** |
| [number of broad stage as in the prior section] | [number of specific objective] | [specific task to be done] | [initials of team members] |  | [this section can help to comment on progress or problems with this specific task] |
|  | e.g. 1 | e.g. Carry out a systematic literature search | XX | XX.XX.XX |  |
|  | e.g. 2 | e.g. Write a data analysis plan informed by relevant literature | XX | XX.XX.XX |  |
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NOTES:

You could also choose to use a Gantt chart to draw up the timescales and tasks for your project.

See: <http://www.gantt.com/>

Further useful project management tools can be found at:

<http://www.institute.nhs.uk/quality_and_service_improvement_tools/quality_and_service_improvement_tools/project_management_guide.html>