Developing a Systematic Review Service

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Vision

Persona for today, notes on research/data gathering user groups

Alignment

Entity	How does this SR service serve the mission or values
Institution	
Hospital/Clinic	
Library	
Accreditation Std.	
Competency Frame.	
Job Description	

List of Services/deliverables and estimated time to complete

Advisory – Tier 1
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

Technical – Tier 2
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

Success parameters

How will you evaluate?

Skills - Inventory

Skill – What skills do I/we have? Are they beginner, intermediate, expert?	Have (B/I/E)	Need
Search Design (which databases)		
Excel or SR software knowledge		
Document management		
Database feature expertise (which ones)		
Citation manager expertise (which ones)		
Reporting guideline expertise (which ones)		
Writing experience		
Time management		
Project management		
Communication skills		
Scholarly communication knowledge		
Protocol registration/knowledge		
Understanding review types/SR design		

Skills – Development or Partnership

Skill needed	Develop or Partner?	Develop: How? Partner: Who?
Search Design (which databases)		
Excel or SR software knowledge		
Document management		
Database feature expertise (which ones)		
Citation manager expertise (which ones)		
Reporting guideline expertise (which ones)		
Writing experience		
Time management		
Project management		
Communication skills		
Scholarly communication knowledge		
Protocol registration/knowledge		
Understanding review types/SR design		

Incentives

External Incentive	How do I get it?

Internal Incentive	What does this mean to me?

Resource - Inventory

What resources to I/we have?	Have	Need
Personnel		
Expertise of others (partners/referrals)		
Time		
Money		
Stakeholder support		
User support		
Web Design/Libguides		
SR resources (books, training materials)		
Authorship/writing resources		
Software (Which?)		
Storage		
Intake form/organization		
Marketing/communication		

Resources – Next step

Resource needed	Next step to get
Personnel	
Expertise of others (partners/referrals)	
Time	
Money	
Stakeholder support	
User support	
Web Design/Libguides	
SR resources (books, training materials)	
Authorship/writing resources	
Software (Which?)	
Storage	
Intake form/organization	
Marketing/communication	

Action Plan – 24 Months
Short term win

Task Timeline starter

Task	Category (V, S, I, R)	Who	Dependencies	Deadline

Marketing and Communication Plan - Starter

Who is your audience

What do you want to say (who, what, where, when, why)

How will you communicate (web, social media, email, flyers, etc.)

Communication frequency (for each media type)

Sustainability

What is expectation and timeline for revising this service and plan