

## 1. Getting Started

Task	When by?	Who?	Notes
SRI2 user account registered			
SRI 2 group identified			
SRI 2 Team plan agreed			
Team Briefing arranged			

## 2. Planning

Task	When by?	Who?	Notes
Assessments to be reviewed selected and allocated			
Care plans to be reviewed selected and allocated			
Service information to be reviewed selected and allocated			
Set date for service provider discussion			
Service users to be involved identified and feedback interviews arranged			
Carers to be involved identified and feedback interviews arranged			

### 3. Collecting the data (evidence)

Task	When by?	Who?	Notes
Assessments reviewed, scores agreed and data sheets completed			
Care plans reviewed, scores agreed and data sheets completed			
Service information reviewed, scores agreed and data sheets completed			
Service provider discussion and data sheets completed held			
Service user interviews/discussions held, scores agreed and data sheets completed			
Carer interviews/discussions held, scores agreed and data sheets completed.			

#### 4. Collating the data (evidence)

Task	When by?	Who?	Notes
Data sheets entered into SRI2 website by			
Meeting(s) to discuss evidence and scores and identify strengths, areas for improvement and actions			
Pull together discussions and agree actions			

## 5. Action Planning

Task	When by?	Who?	Notes
Action Plan drafted and agreed			
Action plan entered into SRI2 website			
SRI 2 completion certificate applied for			