

Lessons learnt from review awards

Janet Storey

Three stage approach

Stage one	Collect the data (quantitative)	Hypothesise	Analyse	
Stage two	Survey (qualitative)	Give explanation	Further testing	Conclude
Stage three	Agree actions	Define outputs and outcomes	Plan	Monitor and report

- A congruent story
- Well structured and readable
- Clear signposting
- SMART, SMART and SMART objectives
- External peer review
- Back up espoused best practice by data
- Avoid noncommittal language
- Explain the governance of the SAT
- Broader communication methods, especially if multi-site

..... finally

**Don't give the reviewing panel any
reason to pick up their pen!**