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# Research project planner

July 2020

# About the research project planner

Planning your research is the most important part of the research process. It will help you to map out what needs to be done, who needs to do it, and when.

To create your research plan, you can use this template research project planner and template research timeline and adapt it to suit your project needs. It is based on project planners used by local Healthwatch and covers all the quality controls in the Research Governance Framework.

If you have any questions, about this guidance or any of your research projects, please contact us at: [research@healthwatch.co.uk](mailto:research@healthwatch.co.uk)

# Name of project

Project title:

Project period (expected start and end dates):

# Questions to answer about your project

### Background

* How does this work fit in with our annual priorities?
* What is the reason for setting up this specific piece of work, why it is important?
* Which organisations/activities will the project inform e.g. commissioning priorities?
* What/who are we trying to influence?
* Can we partner with any external organisations?

### What are you asking people?

* What is the over-arching aim of the project?
* What are the objectives - what are we trying to find out?

### Who are you planning to talk to?

* Define your audience and the characteristics that you want to address e.g. young carers
* Are there specific organisations and/or research sites that we need to target to reach these groups?
* How many people do we need to talk to?
* How will you select your sample and make it as representative as possible?
* How will you recruit people to take part in the study?

### How will you carry out the research?

* What methods will you use to carry out the research? E.g. a questionnaire, face-to-face interviews, focus groups, telephone conversations etc.
* What information will you collect? E.g. counts (quantitative) or comments (qualitative). Are they the most cost-effective, most appropriate and proportionate to your available resource?
* How will the data be analysed?
* How will you test the research methods before undertaking the research? E.g. with colleagues, comments from partner organisations, a pilot survey with potential research participants.
* How will you minimise bias in the research? Consider methods, questions, survey sample and interpretation of the results.

### What resources will you need to use?

* Which staff and volunteers do we need to use?
* How much will it cost?

### What are the risks for this project? How will you mitigate them?

For each of these you will need to consider the topic of research against the possible risks and consider how they can be mitigated.

* **Staff or volunteers**  
  Is the topic distressing? If so, what will the impact be? Will research involve staff being at risk? Are staff and volunteers aware of any sensitivities around the project? Are they prepared to engage with the public about the area of research?
* **Participants**   
  Have you chosen a convenient and appropriate location for research? Is it a distressing subject – have you thought about aftercare? How can you make sure that people feel understood and respected?
* **Healthwatch**  
  Will it impact our reputation and independence? Are we working with suitable partners? Will we be able to complete the research within the timeframe that we’ve committed to?

### Do you have any conflicts of interest?

* Do any members of your staff or volunteers have conflicts of interest with this research project?
* How will they be mitigated?

### How are you going to ensure that research participants are well informed about the research?

* How will you inform participants about the purpose of the research and what you will be asking?
* How will you make this information accessible for participants? E.g. in an Easy Read format or translated information.
* How will you inform participants about their consent and right to withdraw?

### How are you going to work with partners?

* Consider who is responsible for:
  + Identifying participants
  + Collecting the data
  + Analysing the data
  + Agreeing the findings
  + Writing the report
  + Publishing the report
* Who owns the data and report? How can the data and findings be used by other partners?
* How do you work together throughout the process?
* What’s the process for dealing with any concerns?

### How are you going to quality assure the research?

* Consider the review and quality assurance process for the following:
  + Research design
  + Research analysis
  + Report writing

Don’t forget you can use Healthwatch England to quality assure all or part of the research. Contact [research@healthwatch.co.uk](mailto:research@healthwatch.co.uk).

### What are your timelines?

* When will you pilot the research methods?
* When will your engagement start and finish?
* What is the time scale for analysing the data and agreeing the findings?
* When will the report be quality assured?
* When do you expect the report to be available?

### How will the work be disseminated?

Consider who your report will be disseminated to [delete/add as necessary]:

* Health and Wellbeing Board
* Other system level Board (state which ones)
* Local council
* Clinical Commissioning Group
* Hospital Trust (state which ones) and which meeting/person
* Voluntary organisations (state which ones)
* Healthwatch forum
* Quality Surveillance Group
* Safeguarding Board
* Adult Social Care and Health Scrutiny Committee
* Children’s Scrutiny Committee
* Any other local forum (state which ones)
* Other neighbouring local Healthwatch
* Healthwatch England
* Care Quality Commission
* Other (state which ones)

### How will you evaluate the effectiveness of your research?

* When will you meet to discuss lessons learnt from the research project?
* How will you monitor whether providers act on the recommendation?

# **Project Planner**

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| |  |  |  | | --- | --- | --- | | Activities | Who is responsible | Timescales | | **1) Planning**  *(e.g. background research, agreeing research question and methods, developing methodology, work with partners, testing, quality assuring, developing information for participants and consent)* | | | |  |  |  | |  |  |  | |  |  |  | |  |  |  | | **2) Research**  *(e.g. launch survey/undertake engagement/do focus groups/interviews.)* | | | |  |  |  | |  |  |  | |  |  |  | |  |  |  | | **3) Analysis**  *(e.g. analysis of information collected, agreeing findings)* | | | |  |  |  | |  |  |  | |  |  |  | |  |  |  | | **4) Report writing and approvals**  *(e.g. drafting and writing up report, quality assuring before publication)* | | | |  |  |  | |  |  |  | |  |  |  | |  |  |  | | **5) Distribution and communication**  *(e.g. send to providers such as your local CCG, CQC and Healthwatch England. Include communication tasks e.g. informing participants; press release etc.)* | | | |  |  |  | |  |  |  | |  |  |  | |  |  |  | | **6) Assessing impact and learning** *(e.g. undertaking a learning review of the project, review impact after 6 months; publish commissioner / provider response on website etc.)* | | | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |