Task Number	Task - Joint Review	Milestone	Task - Local Authority	Task Number
	PHASE 1	**PHASE 1 - BROAD REVIEW**	**PHASE 1**	
1	Confirm review team			
2	Examine current performance evaluation and existing information			
3	Review planning meeting			
4	Notification letter	Notification	Appoint link officer	1
5	Advance information template and leaflets sent to the local authority		Briefings and publicity	2
6	Meeting of lead reviewer/ information officer with the local authority liaison officer/performance management officer - request information for surveys	Data meeting	Meeting of lead reviewer/ information officer with the local authority liaison officer/performance management officer - request information for surveys	3
7	Set-up meeting	Set-up meeting	Set-up meeting	4
8	Receive information for surveys		Complete advance information template and other information for Phase 1	5
9	Issue user/carer/staff/partner surveys	Surveys	Issue user/carer/staff/partner surveys	6
10	Complete advance information template			
11	Draw up plan for case file samples			
12	Provide local authority with case samples		Prepare for file reading and Phase 1 fieldwork	7
13	Receive and analyse user/carer/staff/partner surveys			
14	Phase 1 fieldwork (complete case file reading and meet user/carer/stakeholder groups)	Phase 1 fieldwork	Phase 1 fieldwork (complete case file reading and meet user/carer/stakeholder groups)	8
15	Analyse results from case file samples			
16	Interim assessment / decide focal areas for review			
17	Customise methodology to reflect focus			
18	Plan Phase 2 fieldwork			
19	Introductory meetings in the local authority and finalise fieldwork programme	Introductory meetings	Introductory meetings in the local authority and finalise fieldwork programme	9
			Organise fieldwork programme	10
	PHASE 2	**PHASE 2 - DETAILED REVIEW**	**PHASE 2**	
20	Fieldwork (case studies users and service providers)	Fieldwork (case studies users and service providers)	Fieldwork (case studies users and service providers)	11
21	Fieldwork (assessment/care management teams)	Fieldwork (assessment/care management teams)	Fieldwork (assessment/care management teams)	12
22	Fieldwork (management and partners)	Fieldwork (management and partners)	Fieldwork (management and partners)	13
23	Analysis and feedback planning		Organise feedback meetings	14
24	Feedback meetings	Feedback meetings	Feedback meetings	15
	PHASE 3	**PHASE 3 - FOLLOWING THROUGH**	**PHASE 3**	
25	Draft report			
26	Moderation			
27	Send report to the local authority		Respond to draft report	16
28	Agree report with the local authority	Draft report	Prepare action plan	17
29	Receive and comment on the action plan	Action plan		
30	Ministerial briefing and press release		Prepare for presentation of report	18
31	Publish and present the report	Report publication and presentation	Report publication and presentation	19
			Prepare progress report	20
32	Handover	Handover	Handover	21
33	Follow up	Follow up	Follow up	22