

A guide to

Personal and Public Involvement (PPI)



Developing an Involvement Plan

This guide is designed to enable you to develop an Involvement Plan. Work through each stage outlining the action you will take, who is responsible and when this will be achieved by. This guide can be used at different levels for a one-off project or as the basis for the initial planning of a wider strategic programme of work.

Steps	Action	Lead	Timescale
Planning Outline the reason for involving service users, carers and the public.			
Consider who will be affected by the decision? Undertake a stakeholder analysis.			
What evidence is already available to inform thinking, plans and decisions?			

Key

Planning

Doing

Reviewing

<http://engage.hscni.net>



PPI - Involving you, improving care



Steps	Action	Lead	Timescale
Doing Identify what methods you are going to use to involve people and the timeframe?			
List the activity required to undertake involvement.			
Implement the key stages and identify who and how you plan to involve people?			

Steps	Action	Lead	Timescale
Reviewing Assess the impact of involvement for the: <ul style="list-style-type: none"> • service area; • people involved. Feedback to all involved.			

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