

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
Consider undertaking the short PPI e-learning programme.			
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?			
Clearly identify what area of Involvement and what level of Involvement you will focus on.			

KEY

Planning

Doing

Reviewing

<http://engage.hscni.net>



PPI - Involving you, improving care



Steps	Action	Lead	Timescale
Have a clear start and end date.			
Identify available resources (staff, finance, technology, reimbursement, remuneration, time, etc.).			
Consider how you will measure and determine the impact of the Involvement project (questionnaire/ testimonials etc).			
How will you promote and capture equality monitoring in your Involvement activity?			

Steps	Action	Lead	Timescale
Identify what methods you are going to use to involve people and the timeframe?			
Consider having project information in a health literacy friendly or easy read version.			
List the activity required to undertake Involvement.			

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Steps	Action	Lead	Timescale
Implement the key stages and identify who and how you plan to involve people?			

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Assess the impact of Involvement for the: <ul style="list-style-type: none"> <li>• Service area; and</li> <li>• People involved.</li> </ul> Use suitable and appropriate feedback methods for all involved and ask Service Users and Carers about their experience.			
As a project team review: <ul style="list-style-type: none"> <li>• What went well?</li> <li>• What could be improved?</li> <li>• Can you embed future PPI into your current work?</li> </ul>			
What is next? How will you inform and promote your Involvement experience within your organisation?			

For more information on Involvement, Co-Production and Partnership Working please visit the Engage website.

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