**Project Brief – School of Public Health Website Review**

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| **Activity area title** | | Review and update to Mersey Deanery School of Public Health website | | | | | | | | | | | |
| **Personal details** | | | | | | | | | | | | | |
| **Name** | |  | | | | | | | | | | | |
| **Training number** | |  | | | | **Slot number** | | |  | | | | |
| **Date** | |  | | | | **Year of training (WTE)** | | |  | | **Phase of training** | |  |
| **Training location** | |  | | | | | **Supervisor** | |  | | | | |
| **Evidence included** | | | | | | | | | | | |  | |
| **Description of evidence** | | | | | | | | | | | | **Number and letter eg 1a** | |
| Emails to others requesting information | | | | | | | | | | | | 1 | |
| Document summarising proposed changes to website | | | | | | | | | | | | 2 | |
| Emails between team members | | | | | | | | | | | | 3 | |
| SOPH website post review | | | | | | | | | | | | 4 | |
| Reflection notes from StR | | | | | | | | | | | | 5 | |
| Reflection notes from Head of School | | | | | | | | | | | | 6 | |
|  | | | | | | | | | | | |  | |
| **Learning outcomes claimed** | | | | | | | | | | | | | |
| **Number and brief description of learning outcome**  *(whether this is 1st or 2nd level support for the LO is indicated)* | | | | | **Explanation** | | | | | | | **Evidence** | |
| 2.3 *(2nd)* | Make use of others in finding and retrieving evidence (eg librarians, information specialists) | | | | Information required for the update will need to be sourced from a range of other individuals and organisations (eg will need to contact Faculty Advisors for their contact details, will need to ask other registrars to retrieve historic documents etc). | | | | | | | 1 | |
| 2.9  *(2nd)* | Provide options for decision makers | | | | Options about new layout, sections and navigation have to be presented to the Head of School for agreement. | | | | | | | 2, 6 | |
| 4.9  *(2nd)* | Demonstrates effective team working in a variety of settings | | | | The review is undertaken by a team, which requires effective team working. | | | | | | | 3, 5, 6 | |
| 4.8  *(1st)* | Manage a project to successful completion within available resource and timescales | | | | This is an essential part of the review, the review must be completed in a timely manner to ensure the most useful and up to date information is available for new recruits, and for those interested in applying to the next recruitment round. | | | | | | | 4, 5, 6 | |
| 4.13  *(2nd)* | Analyse appropriately a situation or project and identify the steps required to achieve change | | | | Analysis of the current website and identification of necessary changes required is the first step in this process. | | | | | | | 2 | |
| 4.14  *(2nd)* | Display leadership within a team and multi-agency setting | | | | Demonstrated by the commitment to this project, and ensuring its completion. | | | | | | | 5, 6 | |
| 4.20  *(2nd)* | Work collaboratively with the media to communicate effectively with the public | | | | Use of web media is increasingly an important skill for public health specialists. This project requires effective use of this media to communicate with the public. | | | | | | | 4 | |
| 8.2  *(1st)* | Organise data, meta-data, information and knowledge | | | | The main aim of the website review is to better organise the data provided to visitors to the site | | | | | | | 4 | |
| 8.3  *(2nd)* | Appraise the validity and relevance of data and data systems in order to assess their quality and fitness for purpose | | | | The website contains a large amount of qualitative data which needs to be assessed for its quality and fitness for purpose | | | | | | | 2 | |
| 8.8  *(1st)* | Provide information needed and requested in a way that can be understood | | | | This is imperative to the success of the review | | | | | | | 4, 5, 6 | |
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| **Activity details** | | | | | | | | | | | | | |
| **Background** | | | | The Mersey Deanery School of Public Health has had a functioning web presence for several years. To ensure it remains up to date, an annual review process has been initiated. The first full review was undertaken in August 2013. | | | | | | | | | |
| **Aims and objectives** | | | | * To assess the quality and relevance of current content and organisation of content on the site * To make recommendations to improve the quality and relevance of the content and organisation of content on the site * To ensure that all changes are made in a timely fashion, to coincide with the new cohort of StRs entering the school * To ensure that all additional information required is sourced from the relevant bodies, and made available through the site | | | | | | | | | |
| **Personal contribution/ roles and responsibilities** | | | |  | | | | | | | | | |
| **Methods** | | | | Desktop review  Face to face meetings | | | | | | | | | |
| **Involvement of others** | | | |  | | | | | | | | | |
| **Results** | | | |  | | | | | | | | | |
| **Outcome** | | | |  | | | | | | | | | |
| **Academic Reflection** | | | | | | | | | | | | | |
| **Backing literature** | | | | Gov.uk style guides: <https://www.gov.uk/designprinciples/styleguide> | | | | | | | | | |
| **Possible publication** | | | | N/A | | | | | | | | | |
| **How will you disseminate this work/finding/learning** | | | | * The website will be widely shared/used * Discussions at StR meetings * Standard project brief produced for future reviews | | | | | | | | | |
| **Academic supervisor’s signature if relevant** | | | |  | | | | | | **Date** | | | |
| **Personal Reflection** | | | | | | | | | | | | | |
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| **Supervisor reflection** | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| **Supervisor confirmation** | | | | | | | | | | | | | |
| I confirm that this work supports the competencies claimed\* | | | | | | | | | | | | | |
| **Date** | | |  | | | | | **Signature** | | | | | |
| **Supervisor’s name** | | |  | | | | |

\* **Signature** **does** not **indicate satisfactory assessment of competence, merely confirmation that this work contributes.**