**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 |
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| **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 |
|  |  |  |  |
| **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
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| **Personal contribution/roles and responsibilities** |  |
| **Methods** | Desktop reviewFace 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
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| **Academic supervisor’s signature if relevant** |  | **Date**  |
| **Personal Reflection**  |
|  |
| **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.**