Strategic Plan Template for Cochrane Methods Groups

This Strategic Plan template is divided into six sections:

1. The local environment in which the Group operates
2. Current funder priorities / requirements
3. How your Group will deliver its Cochrane functions
4. Specialisms of the Group
5. Challenges and Risks
6. Development Plan

Appendix – Overview of who is involved at what stage in methods for Cochrane – for information

Please refer back to your Application Form and ensure consistency and cross-refencing between these two documents, in particular, the following sections:

* Rationale – why is setting up a Group dedicated to this methodology beneficial?
* Resourcing – how will the Group be funded?

# How your Group will deliver its Cochrane functions

The functional areas for Methods Groups are outlined in the below tables. Full details of the essential and desirable functions are available in **Methods Groups Overview: How to manage and develop Cochrane Methods Groups** (available on the [**Methods Group resources**](https://methods.cochrane.org/about/methods-groups/resources) page).

Methods Groups are expected to respond to these functions in a way that is meaningful in their context. This template, therefore does not list specific activities, but contains a column requesting details on how the Group intends to fulfil their function. Groups should complete this column with a detailed explanation of activities to be undertaken.

The functions in this form are organised around Cochrane’s four strategic goals\*:

***GOAL 1: PRODUCING TRUSTED EVIDENCE****: To produce trusted and timely synthesized addressing the most important question for health decision-making.*

***GOAL 2: INFORMING HEALTH DECISIONS****: To inform health decisions by making Cochrane evidence accessible and usable to for those who need it.*

***GOAL 3: ADVOCATING FOR EVIDENCE****: To be a leading global advocate for evidence-informed health care.*

***GOAL 4: COLLABORATING EFFECTIVELY****: To be an independent, global,
diverse, sustainable and well-run collaboration of members and supporters.*

\****Apr2021:*** *These Goals are from draft proposals for the new Strategic Framework and will be updated accordingly once finalised.*

The final column asks for targets against which the Group can be measured. You are invited to give short- and long-term targets for each functional area. Please ensure these targets are “**SMART**” (**S**pecific, **M**easurable, **A**chievable, **R**elevant and **T**ime bound). We advise short term targets to be for one year and long-term targets to be for three years.

Under each Goal there is also a row for “Additional work the Group carries out under Goal X”. This allows all Cochrane Groups greater freedom to perform other functions outside those required of their Group type. Groups therefore have the opportunity to specify other activities that they do which are noteworthy o and should be tracked as part of their performance.

If you wish to see some examples of activities that might be undertaken for each function, please see **Methods Groups Overview: How to manage and develop Cochrane Methods Groups** (available on the [**Methods Group resources**](https://methods.cochrane.org/about/methods-groups/resources) page).

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| *Goal One: Producing Trusted Evidence* |
| Functional Area | How this function will be delivered | Short and long term “SMART” targets.  |
| **3.** Support the implementation of new or amended methods by acting as an advisor or through involvement in the methods implementation project itself – this could involve activities in piloting, scaling-up or fully implementing the method. More details on the Methods Group involvement in introducing new methods in Cochrane can be found in Appendix 1 (**essential function**).  |  |  |
| **5.** Lead or advise on the development of training and support for authors and editors during methods implementation and when a method is standard practice in Cochrane Reviews (**desirable function**). |  |  |
| **7.** Work with the Cochrane Central Methods Team, Methods Support Unit and CRG Networks to provide timely guidance about the application of specific methods (**desirable function**). |  |  |
| **8.** Support the provision of peer review for reviews utilising relevant methods (**desirable function**). |  |  |
| Additional work the Group carries out under Goal One. |  |  |

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| Goal Two: Informing Health Decisions  |
| Functional Area | How this function will be delivered | Short and long term “SMART” targets.  |
| **5.** Lead or advise on the development of training and support for authors and editors during methods implementation and when a method is standard practice in Cochrane Reviews (**desirable function**) – for Goal 2 this could include interpreting and presenting results from reviews using the method, and making methods guidance and training accessible. |  |  |
| **6.** Maintain in co-operation with the Handbook editors an up to date edition, if relevant to Group’s scope. Support the Handbook Editors by identifying new content and highlighting new content that constitutes new methods for Cochrane and may require review by the Scientific Committee (**desirable function**). |  |  |
| Additional work the Group carries out under Goal Two. |  |  |

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| *Goal Three: Advocating for Evidence* |
| Functional Area | How this function will be delivered | Short and long term “SMART” targets.  |
| **1.** Spearhead methods research and development and act as a bridge between Cochrane and the wider research community (**essential function**) |  |  |
| **2.** Define best practice and ensure Cochrane guidance for accepted methods is up to date (**essential function**) |  |  |
| **4.** Keep Cochrane up to date with changing and evolving methods, flagging methods for consideration, informed from individual’s research or from others in the field (**desirable function**). |  |  |
| Additional work the Group carries out under Goal Three. |  |  |

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| *Goal Four: Collaborating effectively* |
| Functional Area | How this function will be delivered | Short and long term “SMART” targets.  |
| **9.** Serve as a discussion forum for the community on specific methods, supporting and maintaining the membership of the Methods Group to facilitate this and other activities (**desirable function**). |  |  |
| **10.** Ensuring that the Group functions as part of Cochrane, adheres to the policies for Cochrane Groups and maintains a website to detail contact information and Group outputs (**desirable function**). |  |  |
| Additional work the Group carries out under Goal Four |  |  |

# Challenges and Risks

Please provide details of any challenges or risks by function that might affect your Group’s ability to complete its work over the next three years.

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Version control

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