KEY STEPS AND PHASES IN THE SELF-ASSESSMENT JOURNEY

The self-assessment process follows three distinct phases:

1. **Launch the Self-Assessment**
   - Define the scope of the self-assessment and launch the process with colleagues and partners.

2. **Collect and Analyse Information**
   - Collect information and feedback on the guidance, policies and activities of the organisation.

3. **Report and Develop an Improvement Plan**
   - Analyse survey results.
   - Develop a summary report and improvement plan.

**TIMELINE/WEEKS**

- **Phase 1**: Weeks 1-3
- **Phase 2**: Weeks 4-8
- **Phase 3**: Weeks 9-12

**Feedback Sources**

- Partner Feedback
- Community Feedback
- Staff Feedback