

ASAP	Complete research and reading on fidelity reviews
2 months before	Book a call with reviewer to discuss the aims of the review and partnership agreement (service to sign & return)
2 months before	Information governance arranged
2 months before	Consider interviewees for the review and begin to make contact with relevant people Agenda tick list
At least 2 months before	Create a portfolio of evidence to present for review
1 month before	Create a plan for sharing evidence if the review is virtual
3 weeks before review	Audit portfolio of evidence to identify and rectify any gaps
2 weeks before review	Create a fidelity timetable and send to reviewer <u>Agenda tick list</u>
2 weeks before review	Complete fidelity performance snapshot document and send to lead reviewer <u>Fidelity review</u> <u>stakeholders</u>
2 weeks before review	Book catch up call with co-ordinating reviewer







When	Task	Overview	Tick Box	Date	Notes
ASAP	Task 1	Read the Fidelity manual			

When	Task	Overview	Tick Box	Date	Notes
2 months before	Task 2	Consider interviewees and make contact			
2 months before	Task 3	Create a portfolio of evidence to present			

When	Task	Overview	Tick Box	Date	Notes
1 month before	Task 4	Create a plan for sharing evidence			

When	Task	Overview	Tick Box	Date	Notes
3 weeks before	Task 5	Audit portfolio			



When	Task	Overview	Tick Box	Date	Notes
2 weeks before	Task 6	Create fidelity timetable & send to reviewer			
2 weeks before	Task 7	Complete fidelity snapshot & send to reviewer			
2 weeks before	Task 8	Book catch up call with lead reviewer			

When	Task	Overview	Tick Box	Date	Notes
REVIEW DAY	Task 9				

When	Task	Overview	Tick Box	Date	Notes
Within 4 weeks	Task 10	Report is written & moderated			

When	Task	Overview	Tick Box	Date	Notes
Within 1 week	Task 11	Service reviews report & sends further evidence			



When	Task	Overview	Tick Box	Date	Notes
Within 6 weeks	Task 12	Service completes fidelity action plan			