1. GETTING STARTED
- IS QUALITATIVE SYNTHESIS VALID?
- DO WE NEED A SYNTHESIS ON THIS TOPIC?
- RIGHT TEAM MEMBERS?
- CONCEPTUAL OR AGGREGATE SYNTHESIS?

2. DECIDING WHAT IS RELEVANT
- SYSTEMATIC SEARCH?
- QUALITY APPRAISAL?
- SEARCH STRATEGY?

3. READING THE STUDIES
- WHAT DATA DO I EXTRACT AND HOW?

4. HOW ARE STUDIES RELATED?
- HOW DO I DECIPHER A CONCEPT FROM DESCRIPTION?

5. TRANSLATING STUDIES
- HOW DO I DEVELOP CONCEPTUAL CATEGORIES?

6. SYNTHESISING TRANSLATIONS
- HOW DO I CHALLENGE MY INTERPRETATIONS?

7. EXPRESSING THE SYNTHESIS
- HOW DO I MAXIMISE IMPACT OF FINDINGS?

FACTORS INFLUENCING DECISIONS
- EPISTEMOLOGY
- PREVAILING RESEARCH CULTURE
- RESOURCES
- PRACTICAL CHOICES