**PHASE 1: Project Launch**
Establish Project Executive and International Advisory Group

**PHASE 2: Delphi Process**
Generate List of Items for Discussion at Consensus Meeting

**PHASE 3: Consensus Meeting**
Finalise Checklist Items for Guideline Documents

**PHASE 4: Write-Up**
Create Guideline Documents

**PHASE 5: Implementation**
Promote Guideline Uptake

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**Establish Project Team and Engage Stakeholders**
- Project Executive and CONSORT endorsement
- International Advisory Group
- Journal Editors

**IAG meeting to set-up the Delphi process**

**Round 1**
- Participants score agreement with each reporting item identified at the IAG meeting
- Participants suggest items to modify or add
- Responses analysed
- Produce list of suggested items and modifications

**Rounds 2 (and 3 if needed)**
- Circulate results of previous Round
- Participants score agreement with modified items
- Participants suggest items to modify or add
- Responses analysed
- Produce list of suggested items and modifications

**Produce items to consider at consensus meeting**

**Pre-Meeting Activities**
- Recruit participants from Delphi process
- Circulate background papers and Delphi results

**Meeting**
- Structured discussion of each proposed item
- Participants vote on items for inclusion

**Produce list of items for guideline**

**Draft Guideline**
- Write guideline and explanation documents
- Circulate drafts electronically for review

**Finalise Guideline**
- Summarise feedback, refine, and circulate again
- Finalise wording and format

**Dissemination and Uptake**
- Multiple, simultaneous publications
- Presentations about documents at conferences
- Distribute guidelines through research, practitioner, and funding networks