

Review and Reflection

During Phase Five, team members, individually and collectively, review and reflect on lessons learned from engaging in the PTR process. The team develops a plan to ensure that solutions are sustained and determines the feasibility of scaling up the PTR process to other Programs of Study.

PREPARING FOR PHASE FIVE

- Team leaders work with OCCRL to develop a plan to conduct the Phase 5 questionnaire, including establishing a timeline that gives sufficient time to tabulate and summarize results.
- Team leaders distribute the *Individual Reflection Tool* to participants in advance of the meeting(s) to give them time to reflect and prepare a reflection statement.
- Team leaders distribute all necessary agenda materials once a meeting date has been established.

CONDUCTING PHASE FIVE

- **Step 1.** Individuals reflect on the PTR process by writing a brief reflection about a significant idea, experience or other aspect of the process and by completing a questionnaire about sustaining solutions.
- **Step 2.** Individuals meet to reflect as a group on what they have learned as part of the PTR process. Each individual shares his or her personal reflection. The group then considers all of the individual reflections, creates a group reflection, and discusses the use of questionnaire results to sustain solutions and extend the PTR process to other Programs of Study.

PHASE FIVE IN CONTEXT

Phase Five provides PTR teams an opportunity to reflect on the work they have done and examine outcomes of the process itself. The team utilizes the collective input of all partners to implement solutions and ensure that changes are sustained. This phase becomes a time to celebrate achievements, discuss future challenges, and establish timelines to sustain long-term improvements.

RESOURCES

- *Individual Reflection Tool*
- *Reflection Sharing Tool*
- Questionnaire results
- Plans to sustain the solutions and extend them to other Programs of Study

