

SR task no.	Tasks	SR Domain	Skill needed	Description
a1	Lead in time	Pre-planning	Supervisor support	Time spent completing other work to allow SR authors to focus on the 2 week SR
a2	SR design meetings	Pre-planning	SR methodology	Time spent refining the idea, determining feasibility, assembling the team, planning timelines, deciding on roles (who's responsible for oversight, coordination and documentation) and provide information on SRA tools
0	Daily administrative meetings	Administrative	SR methodology	Short daily meetings to review progress, discuss issues and document decisions
1	Formulate SR question	Writing	Content expertise & SR methodology	Final decision on the research question (PICO)
2	Find and review existing or upcoming SRs	Data collection	Information specialist & content expertise	Search for and review existing SRs that answers the same or a similar question.
3	Write the SR protocol	Writing	Content expertise & SR methodology	Provide an objective, reproducible, sound methodology for the SR, then register the protocol
4	Design data extraction form	Data analysis	Content expertise & SR methodology	Design forms for extracting study characteristics and test their usefulness/applicability
5	Obtain set of relevant studies	Data collection	Content expertise & information specialist	Identify a small sample of studies relevant to the review, to aid with designing the search and data extraction form.
6	Design systematic search strategy	Data collection	Information specialist & Content expertise	Design search strategy to find all relevant information (choose databases; develop search string)
7	Run systematic search strings	Data collection	Information specialist	Run search strings in databases, trial registries, collate results in reference management system (e.g. EndNote)
8	Deduplicate results	Data collection	Information specialist	Remove duplicate citations
9	Screen abstracts	Data selection	Content expertise & SR methodology	Screen titles and abstracts, exclude irrelevant citations, resolve disputes
10	Obtain full text	Data collection	Information specialist	Download full text studies, request copies from authors, interlibrary loan
11	Screen full text	Data selection	Content expertise & SR methodology	Screen full text of articles, exclude irrelevant citations, resolve disputes
12	Screen trial registries	Data selection	Content expertise & SR methodology	Based on title and text in the trial registry entry: exclude irrelevant citations, resolve disputes
13	Citation analysis	Data collection	Content expertise & SR methodology	Follow citations, cited and citing, from included studies to find additional relevant studies
14	Screen citation analysis	Data selection	Content expertise & SR methodology	Screen titles and abstracts, and full texts exclude irrelevant citations, resolve disputes
15	Extract data	Data analysis	Content expertise & SR methodology	Extract study characteristics and relevant outcomes plan data presentation? - how will things be presented in the paper? Loai and I spent a while discussing and trying to work that out
16	Risk of Bias assessment	Data analysis	SR methodology	Assess the potential biases in included studies
17	Synthesise data	Data analysis	SR methodology & statistics	Convert extracted outcome data to common representation (usually mean and SD)

18	Meta-analysis	Data analysis	SR methodology & statistics	Statistically combine the results using meta-analysis or other statistical synthesis
19	GRADE evidence	Data analysis	SR methodology & statistics	Optional: rate the certainty of evidence for a treatment efficacy from high to very low
20	Summary of findings	Data analysis	Content expertise & SR methodology	Optional: summarise the main findings of the SR in a table
21	Update systematic search strategy	Data collection	Information specialist	Optional: repeat the search to find new studies published since the initial search, especially if search more than a year old
22	Write introduction	Writing	Content expertise	Revise the introduction section from the SR protocol
23	Write methods	Writing	SR methodology	Revise the methods section from the SR protocol
24	Write results	Writing	Content expertise & SR methodology	Write the results section of the SR
25	Write discussion	Writing	Content expertise	Write the discussion and conclusion sections of the SR
26	Submit manuscript	Writing	Authorship experience	Format manuscript to meet journal requirements, complete online forms and submit manuscript
27	Reformat and resubmit manuscript	Writing	Authorship experience	If rejected, reformat manuscript to meet new journal requirements and standards, and submit (if accepted skip this task)
28	Manuscript revisions	Writing	Authorship experience	Revise manuscript due to comments from peer reviewers, and resubmit it
29	Manuscript accepted	Writing	Authorship experience	Review manuscript, and copy edit any errors or issues
30	Manuscript published	Writing	Authorship experience	Send the details around to everyone you know, and enjoy the kudos