

Systematic Review Process

This document outlines the **steps for conducting a systematic review**.

1. **Introduction** – Explains the purpose and objectives of the review.
2. **Responsibilities** – Defines the roles of people involved in the review.
3. **Input** – Lists the required documents or data needed for the review.
4. **Entry Criteria** – Conditions that must be met before the review starts:
 - **Authorization** – Approval to conduct the review.
 - **Initiating Event** – A trigger that starts the review (e.g., project milestone).
5. **Procedures** – Steps for conducting the review:
 - **Planning** – Organizing the review process.
 - **Overview of Procedures** – Defining how the review will be carried out.
 - **Preparation** – Gathering necessary documents and resources.
 - **Examination/Evaluation** – Reviewing and recording findings.
 - **Rework/Follow-up** – Making necessary corrections based on findings.
6. **Exit Criteria** – Defines when the review is considered complete.
7. **Output** – The final results or deliverables from the review process.