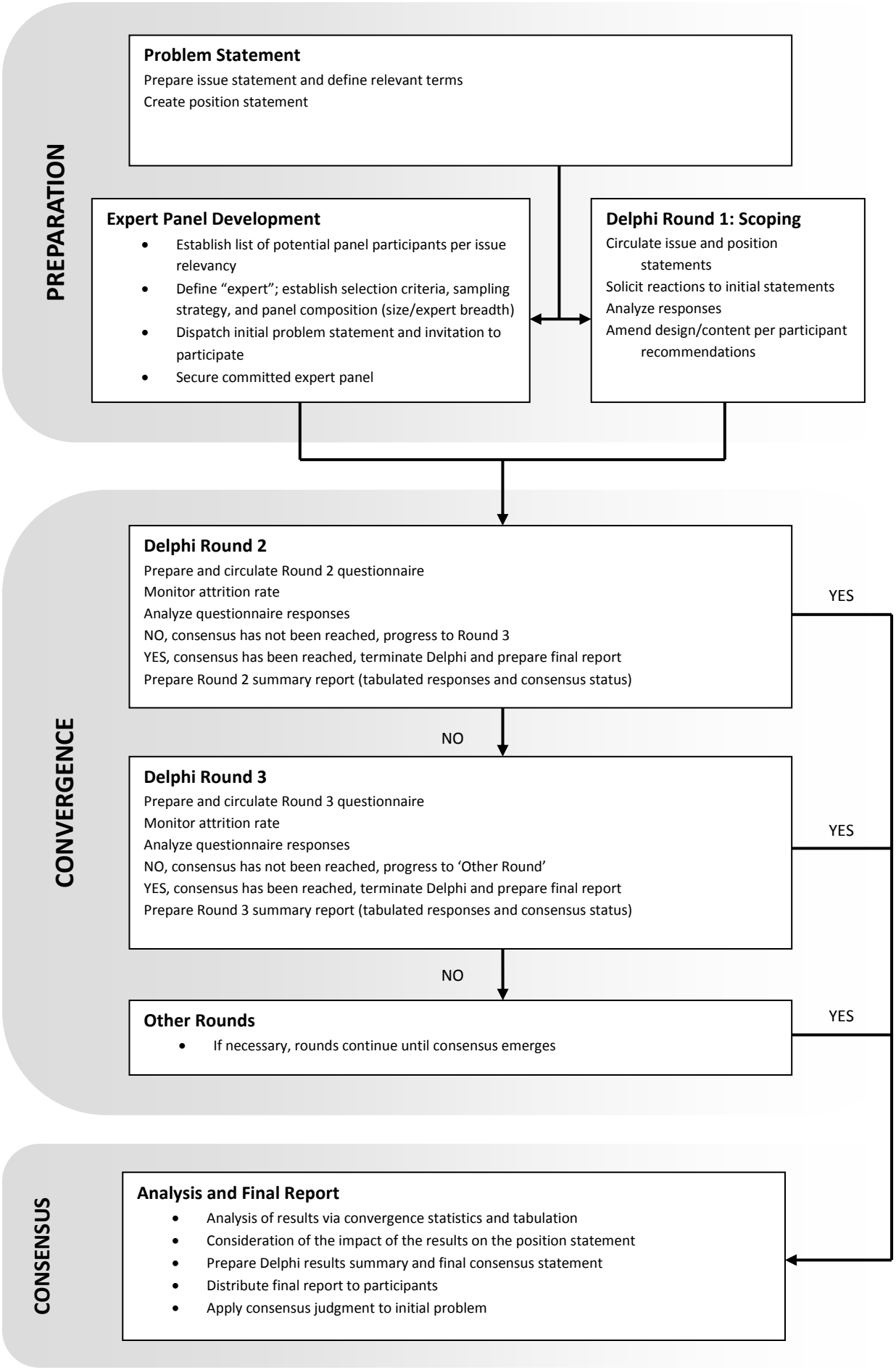
PREPARATION
Problem Statement
Prepare issue statement and define relevant terms
Create position statement
Expert Panel Development
Establish list of potential panel participants per issue relevancy
Define "expert"; establish selection criteria, sampling strategy, and panel composition (size/expert breadth)
Dispatch initial problem statement and invitation to participate
Secure committed expert panel
Delphi Round 1: Scoping
Circulate issue and position statements
Solicit reactions to initial statements
Analyze responses
Amend design/content per participant recommendations
CONVERGENCE
Delphi Round 2
Prepare and circulate Round 2 questionnaire
Monitor attrition rate
Analyze questionnaire responses
NO, consensus has not been reached, progress to Round 3
YES, consensus has been reached, terminate Delphi and prepare final report
Prepare Round 2 summary report (tabulated responses and consensus status)
YES
NO
Delphi Round 3
Prepare and circulate Round 3 questionnaire
Monitor attrition rate
Analyze questionnaire responses
NO, consensus has not been reached, progress to 'Other Round'
YES, consensus has been reached, terminate Delphi and prepare final report
Prepare Round 3 summary report (tabulated responses and consensus status)
YES
NO
Other Rounds
If necessary, rounds continue until consensus emerges
YES
CONSENSUS
Analysis and Final Report
Analysis of results via convergence statistics and tabulation
Consideration of the impact of the results on the position statement
Prepare Delphi results summary and final consensus statement
Distribute final report to participants
Apply consensus judgment to initial problem