The University of North Carolina at Chapel Hill School of Nursing

DNP Project Timeline and Checklist[1]
(Full-time Student)

***Note**: This timeline is for full-time BSN-DNP and MSN-DNP students. The overall activities would remain the same for part-time students but the timeline would be extended.*

Activity	Recommended Academic Year (AY) & Semester		Accountability	Deliverables or Outcomes
	BSN-DNP	MSN-DNP		
1. Review DNP Program Handbook 1.1 Highlight areas for question/confusion 1.2 Discuss questions with Academic Advisor, APA Coordinator, Course Faculty, or Program Director 1.3 Review range of types of DNP Projects	*All students*: Upon matriculation and throughout program of study		• Student	• Identification of resources to assist with completion of DNP Program milestones
2. Meet with your APA Coordinator, academic advisor, and/or DNP Project Chair 2.1 Attend group meetings to discuss project ideas in your advanced practice area 2.2 Meet individually with APA Coordinator, academic advisor to explore your idea, possible DNP Project chairs, and potential residency sites 2.3 Discuss the listing of School of Nursing faculty and their areas of interest. 2.4 Consider diversity among faculty and the role they might play on the project team	*All students*: Upon matriculation and throughout program of study		• Student (NOTE: We will attempt to match MSN-DNP students with DNP Chairs upon matriculation.)	• Recognize your APA coordinator and academic advisor as key resources • Build relationships with other DNP students • Explore your project ideas with other faculty who may share an interest in the area and serve as a potential DNP Project Chair or Project Team member
3. Explore opportunities in coursework (778, 779, 874, 920, 941) to review literature related to area of interest 3.1 Consider relevance of the potential topic to advanced practice 3.2 Evaluate factors that influence implementation of a successful project 3.3 Consider types of settings that may have a need for an intervention related to topic 3.4 Discuss with others (faculty, stakeholders) possible scenarios and timeframes for implementation	AY 01 through Fall AY 02	AY 01, Fall & Spring	• Student	• Literature review of topic of interest (Note: this is a preliminary review - not sufficient for the final project) • Recognize certain types of topics/interventions are beyond the scope and timeframe of DNP Project

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4. Maintain a notebook or electronic file to document development of ideas, interested faculty, possible sites, possible stakeholders at site 4.1 Document 4.1.1 Strengths and possible limitations of your topic ideas 4.1.2 Changes in the topic as your ideas develop 4.1.3 Faculty who have expressed an interest in your topic	AY 01 through Fall, AY 02	AY 01, Fall & Spring	• Student	• Organized tracking of development in project and planning • Ongoing record specific to your questions and answers related to the early stages of DNP Project development
5. Determine topic for DNP Project 5.1 Identify a focus area of interest 5.2 Review relevant literature and evaluate feasibility of project 5.3 Discuss idea with Academic Advisor 5.4 Project Chair must approve the topic	AY 02, Fall	AY 01, Fall	• Student in collaboration with APA coordinator, advisor/chair, course faculty	Courses assignments (920, 941) assist with completion of the: • Problem statement • Purpose • 1st draft of ROL • Conceptual Framework
6. Track Residency Hours 6.1 Residency hours reflect time involved in development of the project and networking with the potential site for implementation 6.2 Hours are tracked each semester through program completion 6.3 See DNP Handbook for activities that meet requirements for residency hours	*All students:* Each semester through program completion		• Student	• See DNP Handbook • All students will use Medatrax to track hours across the program • MSN-DNP students are required to complete 500 hours
7. Identify DNP Project Chair 7.1 Talk with your Academic Advisor or APA Coordinator about possible faculty to serve as DNP Project Chair. 7.2 Faculty must have UNC-CH Graduate School approval to Chair DNP committees 7.3 Ask the Chair if 9- or 12-month faculty and develop a preliminary timeline	No later than AY 02, Fall	AY 01, Fall	• Student in collaboration with faculty	**NOTE** In general, most MSN-DNP students have DNP Project Chair determined upon matriculation

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8. Complete Qualifying Exam (QE) 8.1 QE occurs in December during last 2 days of exam week. (See DNP handbook) 8.2 N778, N874, N920, N941 provide assignments that support preparation for the QE	AY 02, End of Fall Semester	AY 01, End Fall Semester	• Student • QE Chair + committee • DNPEC • Program Director	• QE successfully passed • Graduate School notified of results by Program Director
9. Form DNP Project Committee 9.1 Review requirements for DNP committee members for the Project Team (2 members or the majority of members must be approved SON faculty) 9.2 In collaboration with the DNP Project Chair, finalize the Project Team (committee members) 9.3 1-2 meetings with the DNP Project Team is recommended to clarify roles and focus of the project	AY 02, Fall or Spring	AY 01, Fall or Spring	• Student in collaboration with Project Chair	• Complete *Report of* Doctoral Committee *Composition* • Submit a CV and paragraph supporting the role of an outside committee member for the DNP Project • Submit all materials to the Graduate Program Specialist in the Office of Academic Affairs
10. Identify Residency Site for Implementing DNP Project 10.1 Discuss residency site options with DNP Project Chair 10.2 Consult with key site personnel to gain preliminary approval of project site 10.3 Need and desired change at the site must be aligned with the identified topic	AY 02, Spring (N942)	AY 01, Spring (N942)	• Student in collaboration with DNP Project Chair	• Completion of Residency Site Information Form at least 3 months before proposed launch of project
11. Write DNP Project Proposal 11.1 Work closely with DNP Chair and Project Team 11.2 Prepare detailed project timeline 11.3 Use proposal guidelines posted in DNP Handbook	AY 02, Spring (N942, 994)	AY 01, Spring (N942, N994)	• Student in collaboration with DNP Chair and Project Team	• Submit DNP proposal draft to Chair and Project Team and revise as needed • Format according to Graduate School guidelines

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12. Schedule Oral Defense of DNP Project Proposal *NOTE: Students must be registered for 994 for the oral defense of the proposal and a second time for the final defense of the completed project.* 12.1 Arrange date, time, and room with DNP Chair and Project Team (committee members) 12.2 Prior to the defense, obtain Doctoral Exam Report form from the Graduate Program Specialist in OAA 12.3 DNP Chair will secure approval signatures from all Project Team members	AY 02, Spring	AY 01, Spring	• Student in collaboration with DNP Project Chair and Project Team members	• Oral defense successfully passed • Submit signed, completed form to the Graduate Specialist in the OAA, Room 1300 to be reviewed by the Program Director NOTE: *In general, once a student has passed the oral defense they will continue to register for 994 until completion of the DNP project.*
13. Submit Approved DNP Project Proposal to IRB 13.1 Consult with the SON IRB representative or the IRB office as needed 13.2 Complete IRB/CITI training 13.3 Submit DNP proposal to IRB; DNP Chair is required to approve application prior to submission	AY 02, Spring through AY 03, Fall	AY 01, Spring through AY 02, Fall	• Student in collaboration with DNP Project Chair	• Email from IRB with Project IRB number or statement indicating study exempt • IRB approval obtained • Notification of DNP Chair and committee and the Graduate Specialist in OAA, Room 1300
14. Implement the DNP Project Plan 14.1 Consult with DNP Chair and DNP Project Team as needed; keep Chair and Project Team members informed of progress 14.2 Analyze data with statistical consultation if required 14.3 Write results and interpretation sections of the project	AY 03, Fall	AY 02, Fall	• Student in collaboration with DNP Project Chair and Project Team members	• Data collected • Results analyzed and interpreted • Draft of full project (multiple drafts will be necessary)

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15. Schedule the DNP Project Defense NOTE: *Students must be registered for 994 for the final defense.* 15.1 Obtain and review guidelines for conduct of DNP Project Defense 15.2 Schedule DNP Project Defense date, time, and room at least 3 weeks in advance 10.1 Pick up your *Doctoral Exam Report Form* from the Graduate Program Specialist in OAA prior to the Defense meeting	AY 03, Fall or Spring	AY 02, Fall or Spring	• Student in collaboration with DNP Project Chair and Project Team	• Complete the *Doctoral Exam Report Form, Section III* (Oral Defense of Project Findings) (signed by DNP Chair and Project Team members) • Submit completed *Doctoral Exam Report* to the Graduate Program Specialist in OAA
16. Submit Final DNP Project 16.1 Format final DNP Project manuscript according to UNC-CH Graduate School guidelines 16.2 Have final project report reviewed and approved by DNP Project Chair and the Project Team members	AY 03, Fall or Spring	AY 02, Fall or Spring	• Student in collaboration with DNP Project Chair and Project Team	• Submit completed form to the Graduate Specialist in the OAA, Room 1300. • DNP Project completed and submitted to the Graduate School by the established deadline.

Approved: 10/7/13, DNPEC; Revised 2/22/16, DNPEC