

Research project planner template

Contents

1	Introduction	1
2	Appendix A – Research project planner	2

1 Introduction

In chapter 8 we discussed the need for careful planning and management of a research project and identified a number of key activities that you should include when developing your project plan.

At Appendix A we offer a template that can be used as the basis for creating an outline project plan. It identifies key activities at each stage and possible deliverables (outputs) for each. Every project will have unique features but you can use the items in the template as a checklist to help you develop your own project plan and timeline.

2 Appendix A – Research project planner

Stage	Activity	Estimated duration	Start date	End date	Deliverable	Comments
Research design and planning	Finalise research problem/questions				Confirmed research problem/questions	
	Develop research design				Draft research design section for final report	
	Prepare research proposal				Research proposal/ethical approval submission	
Literature review	Search, capture and synthesise relevant literature				Notes and other output from the review process	
	Prepare draft literature review				Draft literature review section for final report	
Data collection	Finalise sampling plan				Sampling plan	
	Develop data collection instrument				Draft data collection instruments	
	Pre-test/pilot data collection instrument				Finalised data collection instrument	
	Carry out data collection				Raw data	
	Write up data collection				Draft data collection section for final report	
Data analysis	Prepare data for analysis				Data ready (e.g. interview transcripts) for analysis	
	Analyse data				Notes and other output from analysis	
	Draw conclusions/ recommendations				Draft data analysis and findings section final report	
Writing up	Final draft of report				Final draft	
	Review draft with supervisor				Notes of feedback	
	Final editing				Final report	
	Printing, binding and final submission				Final submission of report	