| **Tasks** | **Deadline** | **Tick When Completed** | **Comments** |
| --- | --- | --- | --- |
| Think of a topic or area of interest to research |  |  |  |
| Read all course documentation about the research project |  |  |  |
| Develop potential research questions |  |  |  |
| Carry out background reading |  |  |  |
| Think of a topic or area of interest to research |  |  |  |
| Discuss your questions with your supervisor |  |  |  |
| Create a methodology to record how you carried out your literature searches |  |  |  |
| Carry out literature searches |  |  |  |
| Identify a research methodology |  |  |  |
| Create a mini project plan for your research methodology |  |  |  |
| Submit applications for ethics procedures (where applicable) |  |  |  |
| Write a literature review |  |  |  |
| Write an introduction |  |  |  |
| Prepare your research. For example: Write questionnaires, identify focus groups, and undertake interviews |  |  |  |
| Collect your data |  |  |  |
| Analyse, transcribe and interrogate your data |  |  |  |
| Create statistical analysis of data, or text. Tabulate results |  |  |  |
| Write an Introduction to your Research Methodologies section |  |  |  |
| Write up your research results |  |  |  |
| Discuss research findings with supervisor |  |  |  |
| Write up your conclusion |  |  |  |
| Return to your literature review – does anything need adding or changing? |  |  |  |
| Re-visit your introduction. Does it need changes as a result of your research? |  |  |  |
| Write your abstract (if required) |  |  |  |
| Complete the writing up of the whole dissertation |  |  |  |
| Create your appendices. Insert your research results |  |  |  |
| Print out (using scrap or low quality paper) |  |  |  |
| Proof read |  |  |  |
| Give the work to another to read |  |  |  |
| Make final proofing changes |  |  |  |
| Final proof read |  |  |  |
| Double check with school and faculty re: style, format of submission etc |  |  |  |
| Check with publishers or binders – what are their timescales? |  |  |  |
| Print out the final copy (if required to hand in hard copy) |  |  |  |
| Hand in project |  |  |  |
| Celebrate |  |  |  |