

UNIT 8: Research Project

1

WEEK FOUR
LECTURER: N. QUARRIE

Learning Outcome One (1)

2

- LO1 Understand how to formulate a research specification

Objective of Lesson

3

- By the end of this lesson you should be able to:
- 1.5 provide an appropriate plan and procedures for the agreed research specification



Overview

4

- The successful completion of a research paper usually started with a detailed plan of action for the different steps required to complete the research. It is therefore important to outline an action plan before starting any research.
- I will therefore use this lesson to explain: Action plan: rationale for research question or hypothesis; milestones; task dates; review dates; monitoring/reviewing process; strategy Research

What is an action plan?

5

- “An action plan is a document that lists what steps must be taken in order to achieve a specific goal. The purpose of an action plan is to clarify what resources are required to reach the goal, formulate a timeline for when specific tasks need to be completed and determine what resources are required.
(WhatIs.com, 2013)”

How to write an action plan?

6

- Try as much as possible to write your action plan using very simple formats and language.
- Your action plan can include the following headings:
 - Research chapter
 - Objectives
 - Activities/Steps that will be taken
 - Contingency plan
 - Resources required
 - Deadlines/timeline/Dates
 - Monitoring/Evaluation activities

Research Chapter

7

- In this column of your action plan you should list the name of the different sections.

Research Chapter	Objectives	Activities /Steps that will be taken	Contingency plan	Resources required	Deadlines/timeline/Dates	Monitoring/Evaluation activities
Introduction						
Discussion And Analysis Of The Research Findings						

Objectives

8

- For this column you need to mention what is the objective for the all sections of the research listed in the “research chapter” column. Eg:

Research Chapter	Objectives	Activities/Steps that will be taken	Contingency plan	Resources required	Deadlines/timelines/Date	Monitoring/Evaluation activities
Introduction	1. To provide background info on the company being studied					
Discussion And Analysis Of						

Activities/Steps that will be taken

9

- In this section you should explain what you will do to accomplish the objective that you outlined. Lets Discuss the following example:

Research Chapter	Objectives	Activities/Steps that will be taken	Contingency plan	Resources required	Deadline s/timeli ne/Date s	Monitorin g/Evaluati on activities
Introduction	1. To provide background info on the company being studied	Review the company's website for background information				
Discussion And Analysis Of						

Contingency Plan

10

- Now, what is a contingency plan?
- “**Contingency planning** is developing responses in advance for various situations that might impact business. Although negative events probably come to mind first, a good contingency plan should also address positive events that might disrupt operations - such as a very large order (Study.com, n.d.)”

Contingency Plan

11

- Let's discuss: Based on the previous slide you would need to do the following for example:

Research Chapter	Objectives	Activities /Steps that will be taken	Contingency plan	Resources required	Deadlines/timelines/Date	Monitoring/Evaluation activities
Introduction	1. To provide background info on the company being studied	Review the company's website for background information	Interview someone at the company			
Discussion And Analysis Of The						

Resources required

12

- Let's discuss: The completion of any research paper will require the use of resources. You will need to decide/determine what resources you will need to use:

Research Chapter	Objectives	Activities /Steps that will be taken	Contingency plan	Resources required	Deadlines/timeline/Dates	Monitoring/Evaluation activities
Introduction	1. To provide background info on the company being studied	Review the company's website for background information	Interview someone at the company	Internet Computer At least 4 hours		

Deadlines/timeline/Dates

13

Let's discuss: If you start sections of a research paper without placing a timeline on when you want to complete them you may end up finding out that you miss the school's submission deadline for the research

Research Chapter	Objectives	Activities /Steps that will be taken	Contingency plan	Resources required	Deadlines/timeline/Dates	Monitoring/Evaluation activities
Introduction	1. To provide background info on the company being studied	Review the company's website for background information	Interview someone at the company	Internet Computer At least 4 hours	4 hrs: 9-1pm- Monday, May 30, 2016	

Monitoring/Evaluation activities

14

- For this section you need to include information concerning your monitoring of the action plan. In that, you need to, for example, make a decide that you will review your action plan everyday to ensure that you are going according to what you outlined in the plan, as well as, review and make any changes or adjustments.
- This is important as you may realize after a week or two that a timeline that you set is no longer workable or it could be that you were given more time by the teacher to complete the paper.

Review Questions

15

1. What is an action plan?
2. What are some of the main sections that should be included in an action plan?
3. Briefly explain what should be included in the sections highlighted in question 2 above?

References/Additional Reading List

1. WhatIs.com. (2013). *What is action plan? - Definition from WhatIs.com.* [online] Available at: <http://whatis.techtarget.com/definition/action-plan> [Accessed 26 May 2016].
2. Study.com. (n.d.). *What Is Contingency Planning in Business? - Definition, Example & Importance - Video & Lesson Transcript | Study.com.* [online] Available at: <http://study.com/academy/lesson/what-is-contingency-planning-in-business-definition-example-importance.html> [Accessed 27 May 2016].