

# Research Project Planning Template

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## Introduction

This **Research Project Planner Template** will help you to identify several key activities that you should include when developing your project plan.

There is need for careful planning and management of a research project. We have designed a template that you may include in your final report as Appendix A. This template is a plan to outline and manage the project. It identifies the different activities at each stage of the research and the deliverables (outputs) for each.

Across the discipline and specializations, there are unique features and instructions in your assignment briefs. However, the various items in this template can be used as a checklist to help you achieve the key project requirements and in the right timeline.

| Stage                               | Research Project Plan / Activity  | Estimated duration | Start date | End Date | Submission date | Deliverable  | Comments |
|-------------------------------------|---|--------------------|------------|----------|-----------------|--|----------|
| <b>Research design and planning</b> | Finalize research problem/questions   |                    |            |          |                 | Confirm research problem/questions                               |          |
|                                     | Develop research design: 3-4 Research Objectives; Theses Statement to support the purpose of the research; Identify Key Literature and Respected Studies in the field; Consider the principles and ethics to be applied in the research process |                    |            |          |                 | Complete and submit the Research Topic Approval Form             |          |
|                                     | Evaluate the entire research process as a Team and carry out the research project management plan and Gantt Chart   |                    |            |          |                 | Research Project Planner<br>Gantt Chart                          |          |
|                                     | Develop the Introduction to address the aims, objectives, context of, rationale for, and scope of the research.   |                    |            |          |                 | Draft research design section for final report                   |          |
| <b>Literature review</b>            | Search, capture and synthesize relevant literature  |                    |            |          |                 | Notes and other output from the review process                   |          |
|                                     | Prepare draft literature review   |                    |            |          |                 | Draft literature review section for final report                 |          |
| <b>Research Methods</b>             | Review literature on research method; assess and justify the best methods to collect and evaluate the data so the research objectives can be achieved. You'll need to address ethics and limitations in the research you are conducting         |                    |            |          |                 | Notes and other output from the research and discussion          |          |
|                                     | Finalize sampling plan  |                    |            |          |                 | Sampling plan  |          |
|                                     | Develop data collection instrument e.g. questionnaires, interview questions, observation template, consent forms  |                    |            |          |                 | Draft and finalise data collection instruments                   |          |
| Writing Up                          | Write up, review, edit, and compile the document in <b>ONE</b> : Project Plan, Introduction, Lit review and Methodology   |                    |            |          |                 | Submit the Report. This is the <b>Research Proposal</b> .        |          |
| <b>Data collection</b>              | Carry out data collection   |                    |            |          |                 | Raw data   |          |
|                                     | Write up data collection  |                    |            |          |                 | Draft data collection section for final report                   |          |
| <b>Data analysis</b>                | Prepare data for analysis   |                    |            |          |                 | Data ready (e.g. interview transcripts) for analysis             |          |
|                                     | Analyze data  |                    |            |          |                 | Notes and other output from analysis                             |          |
|                                     | Draw conclusions/ recommendations   |                    |            |          |                 | Draft data analysis and findings section final report            |          |
| <b>Reflective Report</b>            | Review your logbook and notes. Reflect on the research process and your learning.   |                    |            |          |                 | Prepare the Personal Performance Review (Reflective Paper/Essay) |          |
| <b>Writing up</b>                   | 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                                       |          |