

**Project Work Plan**

|  |
| --- |
| **Before You Get Started: Important Questions to Answer** |
| **1) What problem or opportunities are you trying to address**? (i.e.: "local audiences are interested in polka music, but currently no polka ensembles perform in this area" or “social media is often used for cyber bullying, but there is an opportunity for social media to reduce cyber bullying”) |  |
| **2) How will your project address this issue?** |   |
| **3) Who is the target population**? |   |
| **4) What potential impact can your project have (long and short term)?** |   |
| **5) How will you measure the project’s success?** |   |
| **6) What makes this different/better/more innovative than previous research/creative efforts?** |   |
| **7) Who do you need to work with to accomplish your goal? (team-members/partners/administrators/etc.)** |  |

|  |
| --- |
| **<Insert Project Name> Work Plan** |
| **Project Start Date:** | **Project End Date:** |
| **Principal Investigator:** |  | **Team Members:** |  | **Date of planning session:** | xx/xx/20xx |
| **Goal or Research Questions 1:**  |   |
| **Objective 1.1** |   |
| **Key Action Step** | **Timeline (important dates or length of time to complete)** | **Required Resources (personnel, data, supplies, travel, etc.)** | **Milestones** | **Person(s) Responsible** | **Comments** |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
| **Objective 1.2** |  |
| **Key Action Step** | **Timeline** | **Required Resources**  | **Milestones** | **Person(s) Responsible** | **Comments** |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
| **Objective 1.3** |  |
| **Key Action Step** | **Timeline** | **Required Resources**  | **Milestones** | **Person(s) Responsible** | **Comments** |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
| **Objective 1.4** |  |
| **Key Action Step** | **Timeline** | **Required Resources**  | **Milestones** | **Person(s) Responsible** | **Comments** |
|  |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |

|  |  |
| --- | --- |
| **Goal or Research Question 2:**  |   |
| **Objective 2.1** |   |
| **Key Action Step** | **Timeline (important dates or length of time to complete)** | **Required Resources (personnel, data, supplies, travel, etc.)** | **Milestones** | **Person(s) Responsible** | **Comments** |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
| **Objective 2.2** |  |
| **Key Action Step** | **Timeline** | **Required Resources**  | **Milestones** | **Person(s) Responsible** | **Comments** |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
| **Objective 2.3** |  |
| **Key Action Step** | **Timeline** | **Required Resources**  | **Milestones** | **Person(s) Responsible** | **Comments** |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
| **Objective 2.4** |  |
| **Key Action Step** | **Timeline** | **Required Resources**  | **Milestones** | **Person(s) Responsible** | **Comments** |
|  |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |

|  |  |
| --- | --- |
| **Goal or Research Question 3:**  |   |
| **Objective 3.1** |   |
| **Key Action Step** | **Timeline (important dates or length of time to complete)** | **Required Resources (personnel, data, supplies, travel, etc.)** | **Milestones** | **Person(s) Responsible** | **Comments** |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
| **Objective 3.2** |  |
| **Key Action Step** | **Timeline** | **Required Resources**  | **Milestones** | **Person(s) Responsible** | **Comments** |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
| **Objective 3.3** |  |
| **Key Action Step** | **Timeline** | **Required Resources**  | **Milestones** | **Person(s) Responsible** | **Comments** |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
| **Objective 3.4** |  |
| **Key Action Step** | **Timeline** | **Required Resources**  | **Milestones** | **Person(s) Responsible** | **Comments** |
|  |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |

|  |  |
| --- | --- |
| **Goal or Research Question 4:**  |   |
| **Objective 4.1** |   |
| **Key Action Step** | **Timeline (important dates or length of time to complete)** | **Required Resources (personnel, data, supplies, travel, etc.)** | **Milestones** | **Person(s) Responsible** | **Comments** |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
| **Objective 4.2** |  |
| **Key Action Step** | **Timeline** | **Required Resources**  | **Milestones** | **Person(s) Responsible** | **Comments** |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
| **Objective 4.3** |  |
| **Key Action Step** | **Timeline** | **Required Resources**  | **Milestones** | **Person(s) Responsible** | **Comments** |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
| **Objective 4.4** |  |
| **Key Action Step** | **Timeline** | **Required Resources**  | **Milestones** | **Person(s) Responsible** | **Comments** |
|  |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |