**Project schedule**

In the blue boxes, write out the calendar dates to cover the length of the project. Add columns if needed.

In the cream boxes, list project tasks in the correct sequence. Add rows if needed.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Item / Date |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Group meetings** |  |  |  |  |  |  |  |  |  |  |  |  |  | x |
| **Elaborate the problem** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Allocate group tasks and roles** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Allocate research tasks** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Finalise strategy** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Research**  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Discuss research progress** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Analyse and discuss data** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Allocate writing tasks** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **First draft to group** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Responses to first draft** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Etc. (add rows as needed)** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Indicate with an X the days on which work on each project task will be carried out.