

## Year-long project timeline

Month deadline	Stage	Action	Support/Materials
<b>May</b>	Scoping and focusing project statement.	Revisit, refine, reduce and focus logic of purpose, questions and data collection brief.	CoP workshop. Initial mentor contact.
<b>June</b>	Complete scoping and focusing project statement. Ethics clearance. Draft lit review plan.	Basic statement of intent and review of ethics of actions.	First mentor meeting. Agree the project statement and key intent of the project.
<b>July</b>	Complete Lit review.	Scope relevant issues. Collect and sift literature. Annotate references - Link references - Write argument Link in literature.	Refer to mentor any literature dilemmas.
<b>August</b>	Study method.	Draft conceptual frame – Purpose and Research questions. Agree data collection process with employer ( interim report).	Second mentor meeting. Discuss finalised plan after literature input.
<b>September</b>	Data collection.	Plan collection – Plan protocols. Pilot - Make contacts. Collect data - Write up process.	Discuss the ‘doability’ of the proposed data collection.
<b>October</b>	Complete data collection.  Plan Analysis.	Read all data. Write up findings in summary Draw out key issues and explore, model and make qualified statements. Focus in on key contribution.	Third mentor meeting. Discuss analysis process options and plan the action.
<b>November</b>	Complete analysis. Write up –Drafting.	Draft abstract and subheads Set page/word limit for sections	Final mentor meeting Discuss write up process
<b>December</b>	Report template.	Move draft into NCVER template and finetune  Edit from review comments	Read a completed NCVER paper from last year. Sent to mentor for review.
<b>January</b>	Paper Completion.	Distil study to ten pages as a paper	Send to mentor for review.
<b>February</b>	Presentation.	Produce power-point key issues Produce script	Send to mentor for review.
<b>March-May</b>	NCVER review of paper	Review and amend paper. Send draft paper to Institute, Mentor, Mentor Director and CoP.	Mentor support during the review process.