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| TaskNo | Task | √ Tick when done |
| 1 | Attend Project Briefing – usually around week 2 or 3 |  |
| 2 | Read the module Handbook  |  |
| 3 | Find out the name of your allocated tutor  |  |
| 4 | Make an appointment to meet the tutor |  |
| 5 | Decide on the subject and title for the project |  |
| 6 | Review your research objectives |  |
| 7 | Attend tutorial to meet your tutor and discuss your initial ideas |  |
| 8 | Complete the tutorial sheet (see handbook) and agree next tutorial date |  |
| 9 | Make a plan of work for your project – use a Gantt chart |  |
| 10 | Consider setting aside a regular time to work on your project |  |
| 11 | Work on your literature review – visit the library for help |  |
| 12 | Make an appointment to see your tutor |  |
| 13 | Discuss your progress on the literature review |  |
| 14 | Plan your research design |  |
| 15 | Discuss your planned research methods and any ethical issues |  |
| 16 | Draft your methodology section  |  |
| 17 | WEEK 9 - HAND IN YOUR WORK – INTERIM TASK |  |
| 18 | See your tutor for feedback on your interim task – by end of week 12  |  |
| 19 | Finalise your plans for next semester’s work |  |
| 20 | Make arrangements for conducting your research |  |