

# Project Schedule Worksheet

Deadline:

| Start & End Dates                    | Activity   | Complete? |
|--------------------------------------|--|-----------|
| Friday, June 12                      | Plan your approach, read the assignment instructions and case study thoroughly     |           |
| Monday, June 15 – Tuesday, June 16   | Conduct the research that is needed  |           |
| Wednesday, June 17 – Friday, June 19 | Conduct and draft your analysis  |           |
| Saturday, June 20-Sunday, June 21    | Create your alternatives and decision criteria and draft these sections            |           |
| Monday, June 22 – Tuesday, June 23   | Draft your recommendations and implementation plan                                 |           |
| Wednesday, June 24                   | Draft your introduction  |           |
| Thursday, June 25                    | Draft your conclusion  |           |
| Friday, June 26                      | Draft your executive summary   |           |
| Saturday, June 27                    | Edit your work for macro and micro writing issues (e.g., Munter & Hamilton, 2014)  |           |
| Saturday, June 27                    | Include buffer before the deadline due to potential online submission errors, etc. |           |
| Sunday, June 28                      | Submit final copy  |           |