**<*INSERT PROJECT NAME>, <PI Name>***

**Project Work Plan**

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| **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.)** |  |

**Activities, Timeline, and Required Resources**

***Step 1:*** Identify the activities related to each major research question, goal, or phase of your project and the month(s) in which they will occur.

***Step 2:*** For each activity, list the resources (e.g., participant stipends, professional services, materials, equipment, travel)

in as much detail as you can (e.g., teacher training – 12 stipends at $1500 each; transcription – 50 hrs at $100/hr; statistician/MMSA – 10 hrs at $100/hr).

***Step 3:*** For each activity, identify the milestone that will indicate its successful completion.

***Step 4:*** For each activity, identify the people you will need to successfully complete the work. If you need an individual with certain expertise

but have not yet identified them, simply note the area of expertise and COERO can assist in identifying potential collaborators.

***Step 4 or at any time:*** Meet with COERO staff to develop and/or review your work plan and discuss next steps, which will include calculating the budget and drafting a project summary.

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| **Research Question/Goal #1:** | | | | | |
| **Objective 1.1:** | | | | | |
| **Key Action** | **Timeframe** | **Resources/Budget**  **(e.g., data, stipends, supplies, travel)** | **Milestone** | **Personnel(s) Responsible** | **Comments** |
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| **Objective 1.2** | | | | | |
| **Key Action** | **Timeframe** | **Resources/Budget**  **(e.g., data, stipends, supplies, travel)** | **Milestone** | **Personnel(s) Responsible** | **Comments** |
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| **Objective 1.3** | | | | | |
| **Key Action** | **Timeframe** | **Resources/Budget**  **(e.g., data, stipends, supplies, travel)** | **Milestone** | **Personnel(s) Responsible** | **Comments** |
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| **Research Question/Goal #2:** | | | | | |
| **Objective 2.1:** | | | | | |
| **Key Action** | **Timeframe** | **Resources/Budget**  **(e.g., data, stipends, supplies, travel)** | **Milestone** | **Personnel(s) Responsible** | **Comments** |
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| **Objective 2.2** | | | | | |
| **Key Action** | **Timeframe** | **Resources/Budget**  **(e.g., data, stipends, supplies, travel)** | **Milestone** | **Personnel(s) Responsible** | **Comments** |
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| **Objective 2.3** | | | | | |
| **Key Action** | **Timeframe** | **Resources/Budget**  **(e.g., data, stipends, supplies, travel)** | **Milestone** | **Personnel(s) Responsible** | **Comments** |
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| **Research Question/Goal #3:** | | | | | |
| **Objective 3.1:** | | | | | |
| **Key Action** | **Timeframe** | **Resources/Budget**  **(e.g., data, stipends, supplies, travel)** | **Milestone** | **Personnel(s) Responsible** | **Comments** |
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| **Objective 3.2** | | | | | |
| **Key Action** | **Timeframe** | **Resources/Budget**  **(e.g., data, stipends, supplies, travel)** | **Milestone** | **Personnel(s) Responsible** | **Comments** |
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| **Objective 3.3** | | | | | |
| **Key Action** | **Timeframe** | **Resources/Budget**  **(e.g., data, stipends, supplies, travel)** | **Milestone** | **Personnel(s) Responsible** | **Comments** |
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