

Research Project Timeline

Time Each Stage *	4 to 6 Weeks	1 Week	2 to 4 Weeks	2 to 3 Weeks	1 to 2 Weeks	
Cumulative Time	4 to 6 Weeks	5 to 7 Weeks	7 to 11 Weeks	9 to 14 Weeks	10 to 16 Weeks	
STAGE	PROBLEM DEFINITION	PROJECT PLANNING	PROJECT INITIATION	PROJECT EXECUTION AND MONITORING	ANALYSIS AND REPORTING	WRAP-UP AND KNOWLEDGE MANAGEMENT
KEY ACTIVITIES	<ul style="list-style-type: none"> • Selection, analysis, and statement of the research problem • Existing research and relevant data review • Formulation of research objectives • Identify best research methodologies • Confirm project scope • Complete Research Proposal and secure budget 	<ul style="list-style-type: none"> • Create detailed work plan • Develop deliverables format (reports), analysis plan, communication plan, and data collection instruments (questionnaires, data queries, etc.) • Select vendor (if applicable) 	<ul style="list-style-type: none"> • Vendor orientation (if applicable) • Project kick-off meeting • Identify and pull required research sample • Finalize data collection instruments • Pre-test data collection instruments 	<ul style="list-style-type: none"> • Report study progress • Assess effectiveness of data collection instruments • Recommend/make adjustments as needed • Review and submit vendor invoices (if applicable) 	<ul style="list-style-type: none"> • Examine raw data • Cross-tabulate and statistically analyze data • Provide feedback to vendor (if applicable) • Review preliminary findings with internal clients • Deliver scheduled presentations • Prepare final detailed reports 	<ul style="list-style-type: none"> • Ensure timely payment of vendor invoices (if applicable) • Complete vendor evaluation (if applicable) • Distribute research summary • Archive research data, summary files, and report files • Cross-reference study (as needed) with existing research
Tools/Techniques <i>The approved Research Proposal Document (RPD) is the principal guide throughout the project.</i>	<ul style="list-style-type: none"> • Client interview questions • Analysis tree worksheet 	<ul style="list-style-type: none"> • Communication plan template • Analysis plan template • Vendor RFP template (if applicable) • RPD 	<ul style="list-style-type: none"> • Vendor orientation (if applicable) • Kickoff meeting presentation to internal client(s) • RPD 	<ul style="list-style-type: none"> • Progress report template • RPD 	<ul style="list-style-type: none"> • PowerPoint presentation template • Report format template • RPD 	<ul style="list-style-type: none"> • Vendor evaluation form (if applicable) • Internal client evaluation form • RPD

*Timeframes can vary widely depending on the scope of the research project, availability of compatible research, and the methodologies used. These timeframes are typical for moderately complex and major research projects involving multiple methodologies.