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| **Activities**  | **wk. 0** | **wk. 1** | **wk. 2** | **wk. 3** | **wk. 4** | **wk. 5** | **Wk. 6** | **wk. 7** | **wk. 8****(Hand-in week)** | **Wk. 9 (Extension)** | **Wk. 10 (Extension)** |
|
| **Researching** |
| Gather visual research & examples |   |   |   |   |   |   |   |   |   |   |   |
| Conduct primary research |   |   |   |   |   |   |   |   |   |   |   |
| Conduct further library research |   |   |   |   |   |   |   |   |   |   |   |
|  |   |   |   |   |   |   |   |   |   |   |   |
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|  Planning |
| Review and organise notes |   |   |   |   |   |   |   |   |   |   |   |
| Revisit your proposal |   |   |   |   |   |   |   |   |   |   |   |
| Plan the structure & chapters |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |
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| Writing & reviewing |
| Drafting introduction |   |   |   |   |   |   |   |   |   |   |   |
| Drafting chapter one |   |   |   |   |   |   |   |   |   |   |   |
| Drafting chapter two |   |   |   |   |   |   |   |   |   |   |   |
| Drafting chapter three |   |   |   |   |   |   |   |   |   |   |   |
| Drafting conclusion |   |   |   |   |   |   |   |   |   |   |   |
| Reviewing and improving writing |   |   |   |   |   |   |   |   |   |   |   |
| Addressing feedback from tutors  |   |   |   |   |   |   |   |   |   |   |   |
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|  Finalising |
| Add in front page, contents, abstract, appendices etc. |   |   |   |   |   |   |   |   |   |   |   |
| Finish reference list and bibliography |   |   |   |   |   |   |   |   |   |   |   |
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| Final proofread |  |  |  |  |  |  |  |  |  |  |  |
| **Submit and celebrate!** |   |   |   |   |   |   |   |   |   |   |   |

* Use the Gantt chart below to balance your time between researching, planning, writing, reviewing, and finalising.
* Use the blank spaces in the activities column to add your own personalised targets.
* Pick different colours to represent each of the stages and fill in the spaces under the weekly columns.