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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.