



3rd Year Research Report Gantt Chart

- 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.

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											
Planning											
Review and organise notes											
Revisit your proposal											
Plan the structure & chapters											
Writing & reviewing											
Drafting introduction											
Drafting chapter one											
Drafting chapter two											
Drafting chapter three											
Drafting conclusion											
Reviewing and improving writing											
Addressing feedback from tutors											
Finalising											
Add in front page, contents, abstract, appendices etc.											
Finish reference list and bibliography											
Final proofread											
Submit and celebrate!											