



### Work Plan

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A work plan helps plan field campaigns and field seasons and provides milestones and expectations in a roadmap and timetable, including key benchmarks or intermediate deadlines. Work plans allow for monitoring progress and redefining priorities if the research is not progressing as expected. There are many formats that can be used for work plans such as Gantt Charts or simple tables, checklists or graphic representations.

### Instructions

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Below is an example work plan. Fill in any relevant information. Delete irrelevant lines or replace them with any other information that will help you create the best work plan for your situation.

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## Work Plan

What are the objectives of your research? What are your research questions?

What key tasks do you need to accomplish?

Task	Milestone date

Which tasks depend on someone/something else? Are there limitations to their availability (e.g. travel, fieldwork)?

When should milestones be assessed, and, if necessary, redefine tasks and priorities?

