



Activity 2.3: Developing Your Research Plan and Timeline

Tools Needed:

Tool 2.4: Research Timeline Template

Materials Needed:

Butcher paper
Markers
Pens

Key Terms:

Sample
Data Report Back
Policy Recommendation

Intended Audience:

Members and Organizers that will be active in research process

Time Needed:

1 hour

Purpose of Activity:

This activity is designed to enable your research team to sit together and plan out the remaining steps of your research project. Through the activity, participants will devise a timeline that will map out all of the necessary steps in your project, and will specify who is going to be responsible for each step of the project. By the end of the activity you will have created a research timeline that you can use to guide the rest of your project.

By the End of this Activity Participants Will:

- Map out all of the steps of your research project in a timeline
- Decide who is going to do what and when they are going to do it
- Create a system of accountability for your research project

Before this Activity Participants Will Need to:

Have been introduced to the basics of Participatory Action Research (PAR)
Have created the research goals and questions for your project
Have decided on your research method

Part I: Creating Your Research Plan and Timeline (1 hour)

Facilitator Instructions:

1. Before the meeting prepare the room.a. Prepare two pieces of butcher paper in advance;

Butcher Paper 1: a list of the main steps in PAR (listed below),

Butcher Paper 2: recreate the table below on large sheets of butcher paper big enough so that you can write in each box. Depending on the specifics of your project you may need to modify this table.



Place the two pieces of butcher paper next to each other at the front of the room with the PAR steps to the left of the table.

Fill out the first three steps (Organizing Goal, Research Question, and Research Plan) in the table if you have already done them. Fill out any other steps that you have already discussed or figured out (for example you might have chosen someone to design the research instruments).

- 1.** Introduce the activity; today we are going to create our research plan. By the end of the meeting we will have completed a timeline of the research steps and will have split up who will do what.
- 2.** Describe the butcher paper sheets you have created and explain that you will be using these sheets to create your timeline.
- 3.** Go through each of the PAR steps that you will use for your project and fill out the what, when and who of each step with participants.
- 4.** After you've completed the table, take a moment to congratulate everyone as you have now finished the planning stages of your research project!
- 5.** Keep all of the Butcher Paper sheets you created and use them to type up your Research Plan (see Tool 2.4 and T2.5: Template for Research Work Plan and Research Timeline Template).