THE URBAN ASSEMBLY
New York
HARBOR
SCHOOL

Step 00. Research STEPS + Chronogram
Mr. M. Gonzalez

Name _____ Grade _____ Date _____

Project Topic/Problem: _____

_____

Directions: The following check list is to serve as a guide so that you can know what the necessary steps are for completing your research project. You should determine dates that each step should be completed by so you can pace your work. Lastly, as you complete a step you should check it off. You should create your own chronogram to better reflect your steps and due dates as this chronogram is only a rough guide. You can use this format or create a Gantt chart.

Due date	*STEPS*	*Check*
	Step 01. Choose a topic	
	Step 02. Literature Review	
	Step 03. Bibliographic Reference Outlines (at least 5 sources)	
	Step 04. Project Formulation	
	Step 05. Advisor/Mentor Log	
	Step 06. Project Design Chart	
	Step 07. Procedure Flow Charts	
	Step 08. Materials Inventory and Project Set Up	
	Step 09. Materials Budget	
	Step 10. Data Forms	
	Step 11. Data Collection	
	Step 12. Results Preparation	
	Step 13. Research Report Preparation (Intro – Results)	
	Step 14. Data Analysis and Conclusions	
	Step 15. First Draft Submission	
	Step 16. Oral presentation Outline	
	Step 17. Second draft Submission	
	Step 18. Slide Show Presentation Practice	
	Step 19. 3-6 draft Submission	
	Step 20. Presentation Board Draft	
	Step 21. Final Written Report	
	Step 22. Final Poster Board	
	Step 23. Final Project Presentation (Research Fair)	

Example Gantt Chart

Item/Month																			
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3

Item/Month																			
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3