

Project Work Plan

Once a student has been hired, the project supervisor, CURA Program Director, and student research assistant will meet to complete a work plan. The purpose of the work plan is to detail steps needed to complete the project within the hours awarded. The work plan should be mutually developed and accepted by both the student and supervisor. Any revisions made to this plan should be made by the student and supervisor together.

Project Name:

Supervisor Name:

Research Assistant Name:

Number of Hours Awarded:

PROJECT GOALS

1. What are the goals of the project?

TASKS & TIMEFRAME

2. What tasks are necessary to meet project goals? (Be as specific as possible.)

Tasks	Completion Date	Estimated Hours
a.		
b.		
c.		
d.		
e.		
f.		
TOTAL HOURS		

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(Project Work Plan continued)

3. Target Date for Project Completion:

4. What will be the final product(s) of the project? How will the product(s) be used by the organization?

ROLES

5. Please list the roles of everyone involved with the project.

Person	Responsibilities

6. How can CURA assist with the project?

Supervisor's signature

date

Research assistant's signature

date

Thank you for completing the Project Work Plan! Please return a copy of this form and any pertinent attachments to Jeff Corn, CURA, 330 HHH Center, 301—19th Avenue South, Minneapolis, MN 55455, e-mail: curacbr@umn.edu, fax: 612-626-0273.