

Target	Milestones (steps to be taken)	Notes	By (date)	Done (✓)
4 Methodology	1 Decide on a possible methodology. What information do you need? How can you collect this?			
	2 Discuss this with a tutor or check it against journal articles for your subject.			
	3 Select the right scale: enough data but not too much.			
	4 Design your materials.			
	5 If necessary, book access to rooms, people, or collections of papers, etc. well in advance.			
	6			
	7			
	8 Write up the methodology section.			
5 Collect data	1 Plan time for this in your diary.			
	2 Keep accurate records.			
	3			
	4			
6 Analyse data and discuss findings	1			
	2			
	3			
7 Write the dissertation	1 Write the dissertation.			
	2 Edit and proof-read.			
	3 Bind the dissertation?			
8 Submit the dissertation	Hand in the dissertation – and celebrate your success!			