



Company Name

PROJECT CALENDAR 2021

[Address]
[Phone Number, Email Address]Project Title: _____
Project Supervised By: _____
Project Lead: _____Project Month: June 2021
Project Start Date: 01-06-2021
Total Project Members: _____

C: Completed IP: In Process

Project Stages	Key Tasks	Action Issues	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Planning	a. Identifying focus		C	C	C			E					C	
	b. Confirming scope		C	IP										
	c. Inviting participants			C	C		C			C				
	d. Selecting information to collect		IP											
Collecting the information	a. Reading documents													
	b. Conducting interviews													
	c. Conducting focus groups													
	d. Taking photos and film footage													
Making sense of the information	a. Identifying themes													
	b. Organizing information to support themes													
	c. Selecting photos that illustrate themes													
Sharing the information	a. Deciding on a format for publication													
	b. Writing													
	c. Editing													
	d. Producing final report, presentation													
	e. Sharing with relevant audiences													

