

## Lesson Plan: Planning your research project

Aim: To outline the planning process needed at the initial stages of a research project

Objectives: At the end of this session you will be able to:

1. Draft an aim, introduction and outcome measures for a potential research project
2. Identify internal and external stakeholders key to a research project
3. Discover potential funding opportunities

Time	Activity	Method & Resources
0:00-0:03	<b>Introduction</b> <ul style="list-style-type: none"> <li>❖ Circulate sign in sheet.</li> <li>❖ Introduction to what we're going to cover.</li> </ul>	Sign-in sheet, PowerPoint slide
0:03-0:08	<ul style="list-style-type: none"> <li>❖ Ask participants – has anyone ever written a research proposal? What would you expect it to look like – what should it contain?</li> </ul>	Group discussion, PowerPoint slide
0:08-0:13	<ul style="list-style-type: none"> <li>❖ Distribute example proposals and ask participants to have a quick read through.</li> </ul>	Example proposals
0:13-0:15	<ul style="list-style-type: none"> <li>❖ Research proposal contents</li> </ul>	PowerPoint slide
0:15-0:18	<ul style="list-style-type: none"> <li>❖ Overview of the role of the Trust's Research and Innovation department and why you need to register your project right from the start.</li> </ul>	PowerPoint slide
0:18-0:21	<ul style="list-style-type: none"> <li>❖ Funding and the process you'll have to go through to obtain it.</li> </ul>	PowerPoint slide
0:21-0:33	<ul style="list-style-type: none"> <li>❖ Participants to work on small groups, take an idea they've been thinking about over the last couple of sessions and try and draft an aim, intro, methods and outcome measures. Feedback to the wider group on how they found the exercise.</li> </ul>	PowerPoint slide, small group work
0:33-0:35	<ul style="list-style-type: none"> <li>❖ The project plan and what it contains.</li> </ul>	PowerPoint slide
0:35-0:38	<ul style="list-style-type: none"> <li>❖ What a risk matrix is – show project example and discuss.</li> </ul>	Example risk matrix
0:38-0:50	<ul style="list-style-type: none"> <li>❖ Participants to work individually, looking at the example proposal about the red cup project and identify internal and external stakeholders. Sum up as a group and show stakeholder analysis matrix.</li> </ul>	Individual exercise, group discussion, example project proposal, stakeholder

		analysis matrix
0:50-0:52	❖ Gantt charts and why you need one.	PowerPoint slide
0:52-0:55	❖ Reference management – brief overview of options.	PowerPoint slide, online demo
0:55-0:57	❖ The importance of relationships.	PowerPoint slide
0:57-1:00	❖ Homework – participants to take one of their ideas and repeat the exercise about developing a proposal. Time for questions and answers.	PowerPoint slide, Q&A