**
Accelerating Research on Consciousness**

**RESEARCH MANAGEMENT PLAN**

 VERSION: 1.0 REVISION DATE: YYYY / MM / DD

*Approval of the Project Charter indicates an understanding of the purpose and content described in this deliverable. By signing this deliverable, each individual agrees work should be initiated on this project and necessary resources should be committed as described herein.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Approver Name** | **Title**  | **Signature** | **Date** |
| *Name 1* | *Job Title 1* |  |  |
| *Name 2* | *Job Title 2* |  |  |
| *Name 3* | *Job Title 3* |  |  |

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# Section 1.0 Project Overview

## Background

*Why are you working on this project? Justification of the need to proceed with this project. (this manuscript Introduction)*

* 1. **Project Goals and Objectives**

1.2.1 Project Goals

*High level benefits that the project will generate – SMART.*

* + 1. Project Objectives

*Outline why this project is important and what the key objectives are for the end of the project. Make sure you clearly explain why it’s important to work on this project and how this project will support your overall research program or body of work.*

* + 1. Measurements of Completion / Success

*How do you plan on defining success of the project? How will you measure success of your deliverables?*

## Project Scope

*Your project scope statement defines exactly what is and isn’t part of the project. When you draft a project scope, you’re setting boundaries and, more importantly, outlining what you won’t do during the project timeline.*

| **Project Includes** |
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| **Project Excludes** |
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## Risks

*Identify all potential risks that could arise in the project. Here you’ll want to highlight the most probable or impactful risks so that you and your project stakeholders are aware of them early on and can plan accordingly.*

1. *IDENTIFY*
2. *ASSESS*
3. *TREAT*
4. *MONITOR & CONTROL*

< see ‘*Risk Registry.xlsx’* TEMPLATE >

* 1. **Assumptions**

*List assumptions or constraints that can have an impact on the development or execution of your project plan. Important to be transparent about the known limitations or knowns that will impact your progress, and ultimate project success.*

* 1. **Dependencies**

*List all key dependencies and what their importance is to the project. These are tasks or activities that are linked to one another, as they will impact the project during its life cycle.*

* 1. **Project Cost Estimate**

*Optional: Relevant in instances where a grant or award is being managed by the project team. This can be as high level (i.e. total project cost) or detailed (i.e. cost breakdowns per category) as needed / known.*

# Section 2.0 Project Milestones, Deliverables

## 2.1 Milestones & Deliverables

| **Milestone/Deliverable** | **Planned Completion Date** | **Dependency** | **Lead** |
| --- | --- | --- | --- |
| M1 :  |  |  |  |
| M2 :  |  |  |  |
| M3 : |  |  |  |
| M4 : |  |  |  |
| M5 : |  |  |  |
|  |  |  |  |

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## 2.2 Work Breakdown Structures

<see ‘WBS-Template.xlsx’>

# Section 3.0 Project Timeline

*This project timeline should show key deliverables, milestones and project stages so that stakeholders understand the big picture.*

## 3.1 Gantt Chart

# Section 4.0 Project Organization

## Project Structure

* 1. **Team Registry**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Title** | **Email** | **Phone** |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## 3.2 Roles and Responsibilities

| **Person (s)** | **Role** | **Responsibility** |
| --- | --- | --- |
|  | Project Lead | Provides strategic directionResponsible for the commitment of resources to the project, including personnelEnsures visibility and support for the projectResponds to escalated requestsReceives project status reportsApproves critical project deliverables and authorizes and approves changes to project plan. Finalizes grant document content. |
|  | Project Manager | Manages project teamConducts project status meetings, prepares & delivers project status reportsManages accounts/resourcesFinalizes submissionsEnsure deadline adherenceManages communications |
|  | Collaborators | Perform project tasks as assigned to project planWork with team members to ensure project successProvide status updates to project manager as requestedAttend regular project team meetings |
|  | Other |  |

## 3.3 Project Facilities and Resources

| **Resource Requirement** | **Responsibility of + Contact Information** |
| --- | --- |
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# Section 5.0 Communication Plan

## 5.1 Communication Strategy

## 5.2 Communication Approach

## 5.3 Timeline

## 5.4 Metrics

# Section 6.0 Revision History

*Identify document changes.*

| **Version** | **Date** | **Name** | **Description** |
| --- | --- | --- | --- |
| 1.0 |  |  | Document Creation |
| 1.1 |  |  |  |
| 1.2 |  |  |  |
| 1.3 |  |  |  |

# Section 7.0 Appendix