UST611 Planning Studio – Project Plan of Actions and Milestones (Version 1; 10 Feb 2020)

Month		February						March									April									May	
Course Week		5		6		7		8		SB		9		10		11		12		13		14		15		16	
Session Date		10	12	17	19	24	26	2	4	9	11	16	18	23	25	30	1	6	8	13	15	20	22	27	29	4	6
Phase	**Activity**																										
1A Initial Research	Site Visit																										
	Client review/Finalize survey materials																										
	IRB submission/review						28th																				
	Stakeholder assignments finalized																										
	Conduct survey/stakeholder interviews																										
	Phase I team out-briefs																										
1B Feedback Analysis	Interview write-ups/survey closed												20th														
	Interview/survey analysis																										
	Interview/survey out-brief																										
2A Transition	Problem framing/team organization																										
2B Planning Activities	In-progress review #1/Event Planning																										
	In-progress review #2																										
2C Transition	**Phase II team out-briefs**																										
3A Deliverable Production	In-progress review #3																										
	Draft Report, Presentation, Website																										
	In-progress review #4																										
3B Deliverable Refinement	Deliverable Refinement, Rehearsals																										
3C Deliverable Presentation	**Final Presentation**																										
	Debrief/Submit Final Report, Website																										