**Research Project Schedule**

**Project Number: RES20XX-XX**

**Date:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Progress Meetings | | | | |
| Quarter | Date | Quarter | Date |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| Project Tasks | | |
| Task | Anticipated Completion Date |
| Task 1: As outlined in the research proposal. | Date |
| Task 2: |  |
| Task 3: |  |
| Task 4: |  |
| Task 5: |  |

|  |  |  |
| --- | --- | --- |
| Project Deliverables | | |
| Deliverable | Anticipated Completion Date |
| Deliverable 1: As outlined in the research proposal. | Date |
| Deliverable 2: |  |
| Deliverable 3: |  |

**Instructions**

The *Research Project Schedule* ensures the research team, TDOT, and any others involved in the research project are aware of the anticipated project timeline and milestones. Setting dates for future meetings and anticipated completion dates of research tasks and deliverables creates accountability for all project team members.

Kick-Off Meeting

Complete the *Research Project Schedule* at the kick-off meeting.

To complete the “Progress Meetings” section, note the calendar quarter and year (e.g. January 1 – March 31, 2022 would be Q1 2022) and the anticipated meeting date for all progress meetings for the duration of the research project. Research teams should meet with TDOT Lead Staff and Technical Advisory Committee (TAC) members on an at least quarterly basis. For projects lasting 12 months, 4 progress meeting should occur; projects lasting 18 months should hold at least 6 progress meetings. Rows can be added or deleted from the table as necessary.

To complete the “Project Tasks” and “Project Deliverables” sections, note the tasks and deliverables outlined in the project proposal and the anticipated completion date of each. Based on the number of tasks or deliverables for the research project, add or delete rows to the tables as necessary. Documenting these dates ensures Lead Staff and TAC members are aware of when they will be required to review documents and provide feedback. The research team will also have a definitive timeline to guide the research to ensure projects are completed within the established contract period.

Provide a copy of the *Research Project Schedule* to the Research Office via email ([TDOT.Research@tn.gov](mailto:TDOT.Research@tn.gov)).

Progress Meetings

When necessary, the *Research Project Schedule* can be revised based on progress being made by the research team. If meeting dates are updated or anticipated completion dates of tasks and deliverables shift, please revise the Research Project Schedule and provide a copy to the Research Office via email ([TDOT.Research@tn.gov](mailto:TDOT.Research@tn.gov)).