

## **OFFICIAL RESEARCH PROJECT TIMELINE & CALENDAR**

**To:** All Appointed Group Leaders and Members

**From:** Research Coordination Committee

**Date:** 4th October 2025

**Subject:** Four-Month Research Project Calendar: October 4th, 2025 – February 4th, 2026

### **1.0 PROJECT OVERVIEW & PHASES**

This document outlines the official four-month timeline for all research projects. The work will be divided into four distinct phases to ensure structured progress, timely reviews, and successful completion.

- **Phase 1: Project Initiation & Planning (Month 1)**
- **Phase 2: Core Research & Development (Months 2 & 3)**
- **Phase 3: Consolidation & Final Drafting (First Half of Month 4)**
- **Phase 4: Final Review & Submission (Second Half of Month 4)**

### **2.0 DETAILED FOUR-MONTH CALENDAR**

#### **OCTOBER 2025 (Month 1: Project Initiation & Planning)**

- **Week 1 (Oct 4 – Oct 10)**
  - **Sat, Oct 4:** Official Project Kick-Off. Groups review the assigned research focus.
  - **Oct 6 - 10:** Group Leaders convene initial team meetings to discuss project scope, delegate initial literature review tasks, and set internal communication protocols.
- **Week 2 (Oct 11 – Oct 17)**
  - **Focus:** In-depth literature review and methodology formulation.
- **Week 3 (Oct 18 – Oct 24)**
  - **Focus:** Finalizing project methodology and outlining the initial project structure.
- **Week 4 (Oct 25 – Oct 31)**
  - **Deliverable Deadline: Fri, Oct 31**
  - **Submission of Project Charter:** A 3-5 page document detailing:

- Problem Statement
- Detailed Objectives
- Proposed Methodology
- Required Tools/Resources
- Project Plan with internal milestones
- Names and assigned roles of all team members.

## **NOVEMBER 2025 (Month 2: Core Research & Development)**

- **Week 5 (Nov 1 – Nov 7)**
  - **Mon, Nov 3:** Feedback on Project Charters provided by the Committee.
  - **Focus:** Groups begin active research, experimentation, and development based on their approved charter.
- **Week 6 (Nov 8 – Nov 14)**
  - Focus: Continued core work on research, coding, lab construction, or challenge practice.
- **Week 7 (Nov 15 – Nov 21)**
  - Focus: Continued core work.
- **Week 8 (Nov 22 – Nov 28)**
  - **Deliverable: Fri, Nov 28**
  - **Submission of Progress Report #1:** A brief report (2-3 pages) summarizing progress, initial findings, and any challenges encountered.

## **DECEMBER 2025 (Month 3: Core Research & Development - Continuation)**

- **Week 9 (Nov 29 – Dec 5)**
  - Focus: Integration of Phase 1 findings. Intensive development and analysis.
- **Week 10 (Dec 6 – Dec 12)**
  - Focus: Continued development and initial drafting of results/findings.
- **Week 11 (Dec 13 – Dec 19)**
  - **Deliverable: Fri, Dec 19**

- **Submission of Progress Report #2 & Draft Outline:** Submission of a second progress update along with a detailed outline of the final report/presentation.
- **Week 12 (Dec 20 – Dec 26)**
  - **Mid-Program Break (Reduced Intensity).** Groups are encouraged to rest and reflect.
- **Week 13 (Dec 27 – Jan 2, 2026)**
  - **New Year Break.** No formal work scheduled.

#### **JANUARY 2026 (Month 4: Consolidation & Final Review)**

- **Week 14 (Jan 3 – Jan 9)**
  - **Focus: Consolidation & Final Drafting.** All research and development activities should be concluded. Groups begin writing the final report and preparing the final presentation.
- **Week 15 (Jan 10 – Jan 16)**
  - **Focus: Final Drafting & Internal Review.** Groups complete the first full draft of their final report and conduct internal peer reviews.
- **Week 16 (Jan 17 – Jan 23)**
  - **Deliverable Deadline: Fri, Jan 23**
  - **Submission of Final Project Deliverables:**
    1. **Final Comprehensive Report** (Full paper/documentation).
    2. **Final Presentation Slides** (e.g., PowerPoint/Google Slides).
    3. **Supporting Materials** (e.g., code repository, lab manual, CTF write-ups, dataset).
- **Week 17 (Jan 24 – Jan 30)**
  - **Focus: Final Review Week.** The Committee reviews all final submissions.
- **Week 18 (Jan 31 – Feb 4)**
  - **Event: Project Symposium & Closing Ceremony**
  - **Wed, Feb 4:** All groups present their findings in a final symposium. Certificates of completion are awarded.

### **3.0 KEY DELIVERABLES & DEADLINES SUMMARY**

Deliverable	Due Date	Responsible Party
<b>Project Charter</b>	Friday, October 31, 2025	All Group Leaders
<b>Progress Report #1</b>	Friday, November 28, 2025	All Group Leaders
<b>Progress Report #2 &amp; Draft Outline</b>	Friday, December 19, 2025	All Group Leaders
<b>Final Report, Presentation &amp; Materials</b>	Friday, January 23, 2026	All Group Leaders
<b>Final Project Symposium</b>	Wednesday, February 4, 2026	All Members

### **4.0 EXPECTATIONS**

- **Group Leaders** are responsible for ensuring their team adheres to this calendar.
- Regular internal meetings (weekly or bi-weekly) are **mandatory** for all groups.
- Communication with the Research Coordination Committee for guidance or to address blockers is strongly encouraged throughout the process.

This calendar is designed to guide you to a successful and productive research period. We wish you the best of luck in your endeavors.

Approved by,

Aminu Idris, AMCPN

**Research Coordination Committee**