WORK PLAN – SOARS/NEON Summer 2016

Your summer research time is not long! It is a good idea to sit down with your research mentor(s) at the beginning of the summer and make a work plan. This work plan should lay out a roadmap and time table for your summer activities, noting key benchmarks or intermediate deadlines when specific phases of your work should be completed. By definition, you never quite know where research will take you, so meeting with your work plan again in the middle and near the end of the internship will let you judge how far you’ve got, and redefine priorities if things haven’t gone as expected or new dimensions have turned up. You can create a work plan in any format you like. Key things to address include:

**→** What is the objective of your research? **To compare differences between composite and individual samples**

**→** What Key Tasks do you need to accomplish?

Task: 1. Determine sample availability for analyses, which requires **Formatting data for comparison;**

**2. automate API data downloads from MG-RAST**

Date to be accomplished by: Task 1: June 4; Task 2 by**June 10 (preferably before)**

Task: **Metagenome analyses**

Date to be accomplished by: **June 24**

Task: **Marker gene analyses**

Date to be accomplished by: **July 8**

Task: Draft scientific paper

Date to be accomplished by: **July 15**

Task: **Revisions and presentations**

Date to be accomplished by: **July 29**

**→** Which tasks depend on someone (something) else? Are there limitations to their availability (e.g. Travel, Super-Computing)

**Lee gone June 10-16**

**→** At what point(s) should you reassess your work plan, and, if necessary, redefine tasks and priorities?

**Weekly progress reports. Evaluate progress and realistic final goals after metagenome analysis.**