**Action Plan Template**

**Where do I want to be by the end of this period/year?**

**What do I want to be doing? (Include as many learning needs as required to achieve agreed objectives)**

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| What do I want/need to learn?Provide a specific description of the desired changes (e.g. skills to gain, knowledge to acquire, topics/themes/content to cover) | What do I have to do to achieve this?Some examples, a new/ongoing course, conference, self-development (like wider research or reading), coaching/mentoring, job shadowing | What resources or support will I need?Some examples, teaching staff support, library support, student advisor support, line manager, etc. | How will I measure success?Some examples, appraisals, course assessments, team feedback, tutor feedback | Target dates for review and completionNote that these need to be realistic/achievable |
| Decide on a Research Question | Find free time and think.Review literature to guide me into a direction.Contact supervisors. | Supervisors Accesses to research databases  Free time | A research question! | 01/01/2023 |
| Create time for study | 1. Dedicate twenty eight weeks to project focus 2. Maintain some free time to avoid burnout 3. Discuss with employer regarding flexible working. | Time  Support from friends and manager at work | Maintainable stress levels, Achieved milestones, Completion of the project in good time | Ongoing |
| How to design a survey | Practice. I have read all the learning materials and have a good understanding. However, I now need to put that into practice. | If I need further help, I have my supervisor, YouTube, and the Internet in general. | Supervisor feedback, participant feedback, survey response rate. | Week 12 of the project. |
| How to access individuals for the survey | Decide on a research question. Design the survey. Explore how I can access the participants I need. | Supervisor, student advisor support, Friends, Mobile Phone, Social Media, Email. | Number of email addresses | Week 13 of the project. |
| How to disseminate the survey for data collection | The steps above. This will depend on who I need to contact. I need to have a list of those who will receive the survey. Possible means are by social media, mobile phone, or by email. | Friends, Mobile Phone, Social Media, Email. | Survey response rate. | Week 15 of the project. |
| How to analyse data | Responses from survey. Understanding and knowledge of data analysis methods. Coding and categorisation of qualitative data. A pre-decided method on how quantitative (and qualitative) data will be analysed. | Reading material RMPP module. Supervisor. Student advisor support. | Accurate results from data analyses. | Week 20 of the project |
| How to write a report | Begin writing. I have read all the learning materials and have a good understanding. However, I now need to put that into practice. | If I need further help, I have my supervisor, YouTube, and the Internet in general. | A finished report and a Distinction! | Week 28 of the project |