**Proposed Schedule**

*Parvati Jayakumar, Ted Liu*

The project focuses on exploring Biomarkers Associated with Ventilator-Associated Pneumonia (VAP) through collaboration with Dr. Eric Morrell (UW Pulmonary). ​To ensure a structured workflow and adequately address each component of the project, we have developed a detailed schedule that outlines tasks, their due dates, dependencies, and responsible team members.​

We use an Excel spreadsheet to manage our project schedule and status because it suits our small team of two. It allows us to communicate directly with each other first and update the sheet ourselves. This keeps things straightforward, helps us stay aligned, and ensures real-time tracking of task statuses, due dates, and milestones.

# **Schedule**

To keep our task management clear and organized, we’ve divided our tracking system into two main categories: **Project tracking** and **Event tracking**.

**Project tracking** focuses on the overall structure of the capstone project. It outlines all key tasks, timelines, deliverables, and responsibilities, such as acquiring datasets, conducting analyses, writing reports, and project presentation. This section gives us a big-picture view, keeping us aligned with our long-term goals and ensuring all tasks support the core research objectives.

**Event tracking**, on the other hand, zeroes in on specific occurrences with immediate importance, like sponsor meetings, check-ins, or task deadlines. This part helps us stay on top of day-to-day priorities, facilitating effective communication and quick responses to any changes or developments along the way.

You can access the schedule here: [Schedule\_Lung-Spelunkers](https://docs.google.com/spreadsheets/d/1VE4ter8T9P7Dyw9IoaM-TGWxcX9u4XD06o6ftDjTkio/edit?usp=sharing)

# **Milestone**

An important intermediate milestone is scheduled for **February 10, 2025**. By this date, we plan to complete and submit the first draft of our final research paper. This is an important step where we’ll ensure all our core findings and methodologies are clearly documented and ready for review by Dr. Morrell. It’s a measurable goal, as we can confirm progress once the draft is completed and sent for feedback.