

Summary of Study Plan

Week	Key Focus	Tasks
Week 1	Research & Planning	Literature search, study selection, thematic organization, drafting Introduction & Background
Week 2	Writing & Developing	Draft Methods, Results (with summary tables), Discussion, and Conclusion sections
Week 3	Refining & Submission	Revise, format, finalize references, proofread, and submit

Final Tips for Success

- ✓ **Start early** and follow the schedule to avoid last-minute stress.
- ✓ **Use a structured approach**—write each section with a clear purpose.
- ✓ **Engage critically** with literature—go beyond summarizing by analysing strengths, limitations, and gaps.
- ✓ **Use tools** like Grammarly, Turnitin, and citation managers (Mendeley, EndNote).
- ✓ **Seek feedback** from tutors or peers if possible.

This **three-week plan** ensures that you complete your **research report efficiently**, with **strong academic depth and critical engagement**.

Three-Week Study Plan for Research Report (3,600 Words)

Week	Day	Focus Area	Tasks to Complete	Outcome
Week 1: Research & Planning	Day 1	Understanding the Task	Read the assignment brief, highlight key requirements, finalize research question & objectives, create a study folder.	Clear plan and structured approach.
	Day 2-3	Literature Search	Use academic databases (PubMed, CINAHL, Scopus) to find peer-reviewed studies, apply Boolean search, screen and select 3–5 relevant studies.	Selected studies for analysis.
	Day 4	Organizing Findings	Create a summary table for selected studies, identify emerging themes for analysis.	Structured results with key themes identified.
	Day 5	Writing Introduction & Background	Draft Introduction – define key concepts, rationale, research question & objectives. Draft Background – policies, legislation, practice context.	Completed Introduction & Background sections.
Week 2: Writing & Developing Key Sections	Day 6	Writing Methods	Draft Methods – search strategy, inclusion/exclusion criteria, thematic analysis, ethical considerations.	Completed Methods section.

Week	Day	Focus Area	Tasks to Complete	Outcome
	Day 7-8	Writing Results	Draft Results – thematic analysis of findings, include summary tables of selected studies.	Completed Results section with tables.
	Day 9-10	Writing Discussion	Draft Discussion – compare findings, identify gaps, discuss theoretical & practical implications.	Completed Discussion section.
	Day 11	Writing Conclusion & Recommendations	Draft Conclusion – summarize key findings, suggest future research & policy recommendations.	Completed Conclusion section.
Week 3: Refining & Submission	Day 12	Revising & Refining	Read the entire report, improve logical flow, ensure arguments align with research question.	Stronger clarity and coherence.
	Day 13	Formatting & Referencing	Ensure correct Harvard referencing , format according to guidelines (Arial 11, 1.5 spacing, page numbers).	Fully formatted and correctly referenced report.
	Day 14	Proofreading & Submission	Check your similarity score using the DRAFT Turnitin submission point verify submission requirements (cover page, word count). Submit before the deadline.	Finalised and submitted report.

Final Checklist Before Submission

- ✓ **Title Page & Table of Contents included**
- ✓ **Structured sections completed** (Introduction, Background, Methods, Results, Discussion, Conclusion)
- ✓ **Summary table of your 3 – 5 chosen articles included in Results section**

- ✓ At least 15–20 peer-reviewed sources cited correctly in Harvard style
- ✓ Word count within 3,240–3,960 words
- ✓ Formatting follows university guidelines
- ✓ Proofread & plagiarism-checked

This table **ensures a clear step-by-step approach** to completing the research report efficiently.