**Office of
Research and Planning**

MESA
COMMUNITY
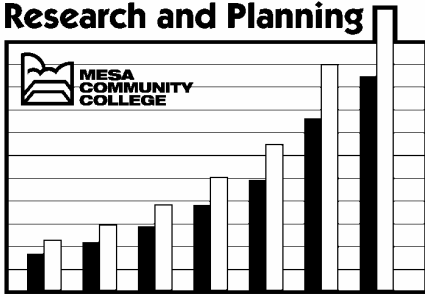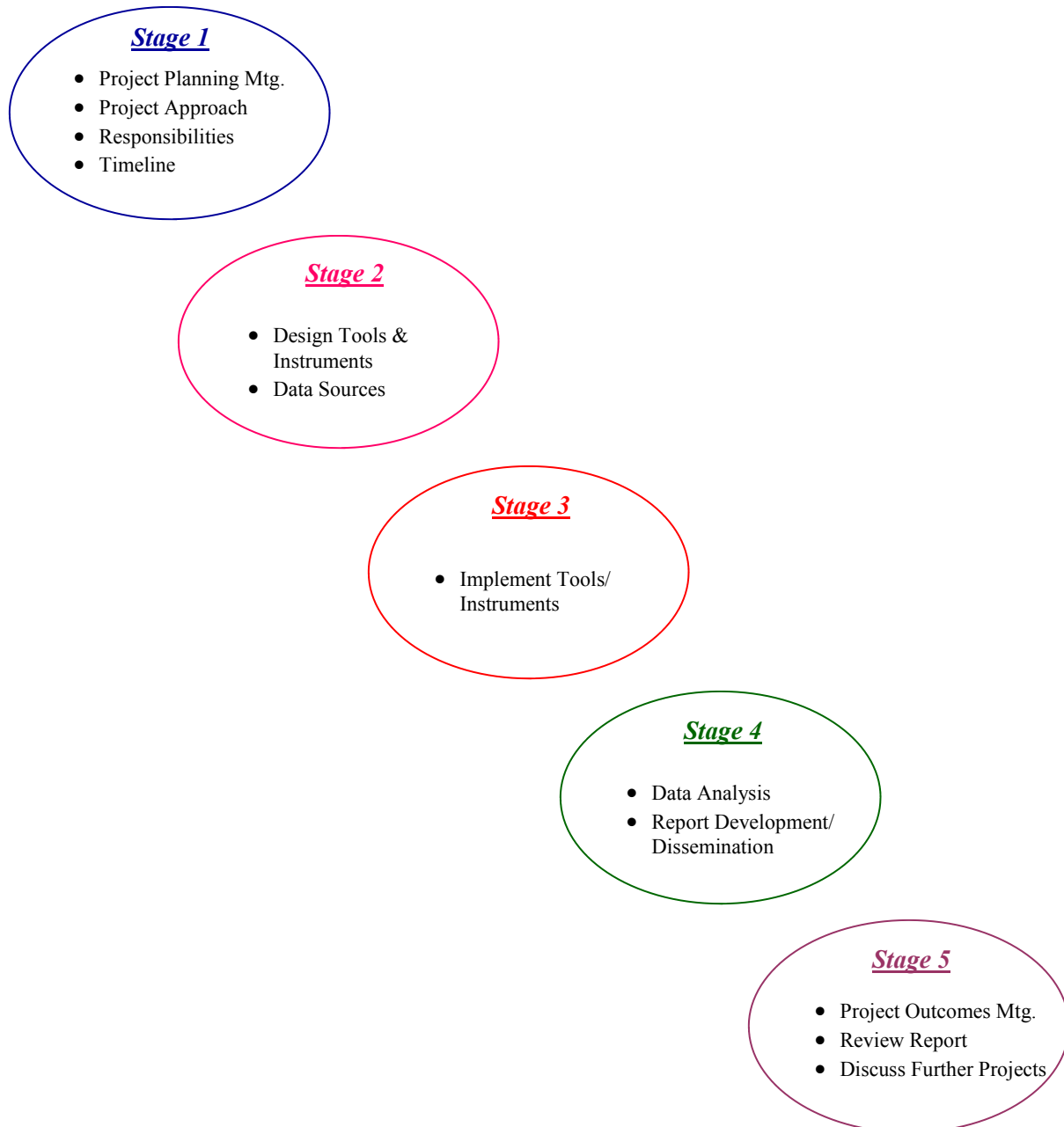COLLEGE

Research Project Workflow

The following provides an overview of the process used by the Office of Research and Planning when working collaboratively with departments on research projects.

Stage 1

- Project Planning Mtg.
- Project Approach
- Responsibilities
- Timeline

Stage 2

- Design Tools & Instruments
- Data Sources

Stage 3

- Implement Tools/ Instruments

Stage 4

- Data Analysis
- Report Development/ Dissemination

Stage 5

- Project Outcomes Mtg.
- Review Report
- Discuss Further Projects

<u>Project Planning Questionnaire</u>

What information/data need do you have?

What are the key questions you would like to answer upon completion of this project?

How will the results of this project be used? (Internal vs. External, Formal vs. Informal)

Are there specific timeline needs that you are aware of?

Other issues or concerns (funding, legal issues, etc.)

Summary of Reporting Options

Results can be reported in a variety of formats (Check all that apply). Examples of each of these formats are available upon request.

☐ Professionally bound comprehensive report

☐ One page Executive Overview

☐ Raw data in an Excel spreadsheet (charts and tables)

☐ Raw data in an Access database

☐ Secured Adobe Portable Document Format (pdf).

Project Timeline*

Project Start Date:
Stage 1 Completion Date:
Stage 2 Completion Date:
Stage 3 Completion Date:
Stage 4 Completion Date:
Stage 5 Completion Date:
Project Completion Date:

*Timeline subject to change.