Project name

	Week of XX/XX/XX					Week of XX/XX/XX					Week of XX/XX/XX					Week of XX/XX/XX					Week of XX/XX/XX					Week of XX/XX/XX				
	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Kick-off meeting																														
Review design materials						Constant up to delivery of final testing materials																								
Create screener																														
Review screener for approval						Compliance review, if required																								
Coordinate with recruiting vendor						Constant up to day of sessions																								
Create discussion guide																														
Review 1st draft discussion guide																														
Revise discussion guide																														
Review final discussion guide																														
Final design testing materials due																														
Finalize participants																														
Research sessions																Testing window														
Research findings presentation																					Presentation window									