

## Action Plan for CASP PCPM

Date: 11-June-2021

Candidate name: [REDACTED] [REDACTED]

SR	Task	Deadline	Responsibility
1	Finalize Introduction Chapter: Complete the revision of the introduction chapter draft and share it with the supervisory committee by the deadline to get feedback on it in order to improve it further.	13-June-2021	Working on the draft and sharing the draft on deadline is the responsibility of [REDACTED].
2	Commence 3 <sup>rd</sup> Round of Survey: Identify participants of 3 <sup>rd</sup> round of the network survey and acquire relevant contact detail list.	13-June-2021	Identification and acquiring the list of contacts are the responsibility of [REDACTED].
3	Feedback on Introduction Chapter: Provide feedback on the introduction chapter.	20-June-2021	After receiving the draft, supervisory committee is responsible for the review the draft and provision of feedback.
4	Complete 3 <sup>rd</sup> Round of Survey: Distribute the current network analysis survey to respondents for a 3 <sup>rd</sup> round of inquiry that are identified in the Task 2. The distribution should be completed before the deadline.	20-June-2021	Dissemination of the survey is the responsibility of [REDACTED].
5	Preliminary Data Analysis: Perform data analysis along with data collection to observe and discuss initial findings. This is an iterative step that will start from the data of the deadline and will continue till Task 9.	20-June-2021	Analysis the responsibility of [REDACTED].
6	Finalize Literature Review Chapter: Work on literature review chapter in order to improve and expand the current chapter to add pertinent literature related to the research work done since 2 <sup>nd</sup> milestone achievement. After completing the work on this chapter, share it with the supervisory committee for feedback by the deadline.	27-June-2021	Working on the draft and sharing the draft on deadline is the responsibility of [REDACTED]. After receiving the draft, supervisory committee would take appropriate time to review and provide feedback as their responsibility.
7	First Reminder for 3 <sup>rd</sup> Round of Survey: Initiate the process of sending a reminder to the respondents in the third round of network survey. Send reminder emails to respondents by the deadline.	27-June-2021	Initiation and dissemination are the responsibility of [REDACTED].
8	Second Reminder for 3 <sup>rd</sup> Round of Survey: Send a 2 <sup>nd</sup> reminder to the respondents in the third round of network survey by the deadline.	4-July-2021	Initiation and dissemination are the responsibility of [REDACTED].
9	Conclude Data Analysis: Finalize analysis on the collected data from the survey rounds. This step is associated with Task 5.	4-July-2021	Data collection and analysis the responsibility of [REDACTED].
10	Feedback on Literature Review Chapter: Provide feedback to [REDACTED] on the literature review chapter.	11-July-2021	The supervisory committee is responsible for the review the draft and provision of feedback.
11	Revise Methodology Chapter: Incorporate the feedback given on Methodology chapter by the committee into the draft. Try to be iterative in approach so that the chapters being revised have gone through multiple rounds of review.	11-July-2021	Incorporating the feedback is responsibility of [REDACTED].

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12	Examine Findings and Discussion of Data Analysis: Meet with the supervisory committee and discuss the findings from data analysis to be incorporated in the draft chapter by the deadline.	11-July-2021	This step is █████ responsibility.
13	Draft Survey Findings Chapter: Prepare a draft of network survey data results and discussion to be shared with the supervisory committee for feedback by the deadline.	18-July-2021	Development of the draft is the responsibility of █████. Feedback in appropriate time is the responsibility of the supervisory committee.
14	Review of Survey Findings Chapter: Review and provide feedback on █████ █████ Chapter.	25-July-2021	The supervisory committee is responsible for the review the draft and provision of feedback.
15	Addition of the Previous Findings (Phase 1 and 2): Add and review findings from previous two phases of research (Phase 1 – Systematic Literature Review and Phase 2 – Case Study Interviews). The findings were added already in Milestone 2 draft but should be revised in view of Phase 3 (█████ █████ Analysis) to make it coherent in its narrative and presentation.	25-July-2021	Incorporating these phases and their findings is █████ responsibility.
16	Revise Milestone Draft: Incorporate existing feedback on the chapters revised in the overall 3 <sup>rd</sup> milestone draft.	25-July-2021	Incorporating the feedback is responsibility of █████.
17	Prepare PowerPoint Presentation: Complete the preparation of PowerPoint presentation for 3 <sup>rd</sup> year milestone event and share with committee for feedback.	26-July-2021	Preparation of the presentation is the responsibility of █████.
18	Do Mock Presentations: Deliver mock presentations with the supervisory committee for feedback and improvement.	27-July-2021 29-July-2021	Based on the availability of supervisory committee, planning mock is the responsibility of █████ and subsequent feedback is committee's responsibility.
19	Deliver 3 <sup>rd</sup> Year Milestone: Plan 3 <sup>rd</sup> year milestone event in the week i.e., the milestone event is to be conducted before the aforementioned deadline.	8-August-2021	Planning is a collective responsibility based on the availability of supervisory committee, committee chair and external committee member.

### Acknowledgement

This document must be provided to the candidature, supervisory team and HDR DA as a part of the CASP and there must be a record of this. This record could be a signature on the CASP form, an email with the CASP and this action plan attached or an acknowledgment that the CASP and action plan have been received.