

PROJECT ACTION PLAN

LIFE PROJECT: INTERDISCIPLINARY PROJECTS: PROPOSAL WRITING, MANAGEMENT AND IMPLEMENTATION TEAM 1

SUPERVISOR(S): KOIDU SAIA AND KADI KRIIT

TEAM MEMBERS: NAZIRA BOSTOEVA, LILI-ANN BÜRKLAND, ELIINE PORVAL, CHONGBIN LI, TRIIN GEDE, KATRIANN KAASIK, SYED ALI HASSAN

| Tasks | Deadline | Student(s) responsible |
|---|----------|---|
| Mid-term report fulfillment | 13.10 | Whole team |
| Mid-term report to supervisors | 13.10 | Triin Gede |
| Mid-term report confirmed version to LIFE coordinator | 14.10 | Triin Gede |
| Structure for the Project Writing Manual targeted to students | 18.10 | Whole team |
| Mid-term presentation preparation | 19.10 | Eliine Porval, Lili-Ann Bürkland, Triin Gede, Katriann Kaasik |
| Mid-term presentation | 21.10 | Eliine Porval, Lili-Ann Bürkland |
| Decide the topic for Project Proposal | 26.10 | Whole team |
| Structure of the Project Proposal | 26.10 | Whole team |
| 1st draft of the Project Proposal | 16.11 | Whole team |
| 1st draft of the Manual | 16.11 | Whole team |
| Guideline and project proposal peer review | 17.11 | Whole team |

| Tasks | Deadline | Student(s) responsible |
|---|----------|----------------------------------|
| Send first drafts to supervisors | 18.11 | Triin Gede |
| Edited version of the Manual and Project Proposal | 23.11 | Whole team |
| Edited version of Project Writing Manual and Project Proposal to supervisors | 24.11 | Triin Gede |
| Final improvements to Manual and Proposal | 30.11 | Whole team |
| Improved version to supervisors | 01.12 | Triin Gede |
| Life Project Final Report first draft | 01.12 | Whole team |
| Life Project Portfolio draft (project report, action plan, self-reflection report about the learning experience of each team member) to supervisors | 07.12 | Triin Gede |
| Final version of the guideline and project proposal to the supervisors | 07.12 | Triin Gede |
| Self-Reflection Report and timesheets to the supervisors | 07.12 | Individual task |
| Portfolio and other assignments editing | 11.12 | Whole team |
| Life Project Portfolio final version to the supervisors | 12.12 | Triin Gede |
| If needed then corrected final version of the guideline and proposal to the supervisors | 12.12 | Triin Gede |
| Final presentation preparation | 12.12 | Whole team |
| Final presentation | 14.12 | Eliine Porval, Lili-Ann Bürkland |