**Progress Plan for Dissertation**

*Year 2*

Please complete the following document to share with your Dissertation Chair regarding your plan for progression on your dissertation throughout your first four courses of Year 2.

|  |
| --- |
| **When this is completed, please do the following:** 1 - Set a meeting with your Dissertation Chair to review and agree upon Progress Plan  |

1. Please highlight which of the following describes your current progress with Chapter 1…
	1. I have completed Chapter 1 and am confident with the content
	2. I would like to rework portions of Chapter 1
	3. I need to rework a majority of Chapter 1
2. What are your goals for what you would like to complete on your dissertation over the next four sessions of your DBA program? (Feel free to add additional goals if you wish.)

**Please create specific and measurable goals. Examples of this include:**

***Measureable:*** Evaluate 15 articles per session related to my literature review

***Not measurable:*** Work on my literature review

* 1. Goal 1:
	2. Goal 2:
	3. Goal 3:
1. How do you believe your Chair can best support you in achieving those goals? (Please remember you will meet with your Chair over these next four sessions for a total of 3 hours for check-ins)

Below, type specific ways in which you wish to be supported at each check-in with your Chair:

* 1. Check-in 1:
	2. Check-in 2:
	3. Check-in 3:
1. Have you completed the CITI training or know what it is?
	1. Yes, I have started the training
	2. No, I have not started but do know what it is
	3. No, I have not started and do not know what it is

**Please consider mapping out your timeline** [**to complete the CITI training**](https://writingcenter.westcliff.edu/wp-content/uploads/2022/10/Steps-to-CITI-Programs-Registration-Doctoral-Students.pdf) **regarding what is most advantageous to you and your progress. Proof of completion is required in the first Milestone of your DIS block.**

**Notes:**

1. CITI training takes roughly 10 hours to complete
2. You must ensure you apply for the correct certificates (please see hyperlinked document on how to register above)
3. CITI is required prior to IRB application
4. CITI is a required part of the process and cannot be waived. It is advised to complete this training as soon as possible
5. CITI certifications last for 2 years after completion

(Please scroll down for the final page)

1. Please compile your timeline for the next four sessions. ***Remember that your goal prior to your research methodology class is to grasp what you would like to study, how you would like to study it, and what method would best suit your analysis. Use your methodology class to learn more about how you can most effectively apply your chosen methodology to your individual research.***

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Goal** | **Aug** | **Sept** | **Oct** | **Nov** | **Dec** | **Jan** | **Feb** | **Mar** | **Apr** |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

***To see an example of a completed timeline:*** [***Click here***](https://drive.google.com/file/d/1wqTGHimPb4KP81fLpygsxJYJnHBjMsNM/view?usp=sharing)