Developing excellence in administrative justice - draft outline project plan

Project stage	Tasks and milestones	September				October			November					December			January				February			March					April																
		01-Sep	08-Sep	15-Sep	22-Sep	29-Sep	06-Oct	13-Oct	20-Oct	27-Oct	03-Nov	10-Nov	17-Nov	24-Nov	01-Dec	08-Dec	15-Dec	05-Jan	12-Jan	19-Jan	26-Jan	02-Feb	09-Feb	16-Feb	23-Feb	02-Mar	09-Mar	16-Mar	23-Mar	30-Mar	06-Apr	13-Apr	20-Apr	27-Apr	04-May	11-May	18-May	25-May	01-Jun	08-Jun	15-Jun	22-Jun	29-Jun	07-Jul	14-Jul
	MILESTONE 1: First meeting of steering group																																												
Project scoping	Research and preliminary discussions																																												
	Detailed scoping meetings with experts																																												
	Preparation detailed **project brief and project plan**																																												
	MILESTONE 2: Steering group approves project brief and project plan																																												
	Distribution of project brief to key stakeholders																																												
Methodology development	Develop **draft methodology**																																												
	Plan process for collating and analysing information																																												
	Develop and agree methodologies with steering group (by email?)																																												
	Agree list of individuals & groups to interview																																												
Fieldwork	Produce **fieldwork plan**																																												
	Undertake fieldwork and research (**will require separate plan**)																																												
Report findings	Data analysis and agreeing **case studies**																																												
	Meet with steering group to discuss initial findings and agree reporting plan																																												
	MILESTONE 3: Steering group approves project findings																																												
Report drafting	Produce draft report and circulate to steering group																																												
	Develop **Final Draft Report**																																												
Reporting and Marketing	**MILESTONE 4: Steering group approves final report**																																												
	Proofing, DTP, **media release**																																												
	MILESTONE 5: Publication																																												
Project Review	Project team review of how project went																																												
	Circulate **project review report** to steering group																																												
Report promotion	Promotional activities - meetings, conferences, etc																																												