Research Project Management Template

## Downloads

* [Download as Word Document (DOCX)](/downloads/research/project-template.docx)

# Research Project Management Template

## Project Overview

**Project Title:** [Title]  
**Principal Investigator:** [PI Name]  
**Project Duration:** [Start Date] to [End Date]  
**Funding Source:** [Funding Agency/Grant Number]

### Project Description

[Brief description of the research project, its objectives, and expected outcomes]

### AI Integration Strategy

[Description of how AI tools will be integrated into the research workflow]

## Team Structure

### Core Research Team

* **Principal Investigator:** [Name] - [Responsibilities]
* **Co-Investigators:**
  + [Name] - [Area of expertise] - [Responsibilities]
  + [Name] - [Area of expertise] - [Responsibilities]
* **Graduate Students:**
  + [Name] - [Research focus] - [Responsibilities]
  + [Name] - [Research focus] - [Responsibilities]
* **Undergraduate Assistants:**
  + [Name] - [Responsibilities]
  + [Name] - [Responsibilities]

### AI Support Roles

* **AI/ML Specialist:** [Name] - [Responsibilities]
* **Data Manager:** [Name] - [Responsibilities]
* **Ethics Advisor:** [Name] - [Responsibilities]

## Project Timeline

### Phase 1: Planning and Setup (Duration: [X weeks/months])

* Define research questions and hypotheses
* Develop comprehensive data management plan
* Identify and evaluate AI tools for integration
* Set up project infrastructure (repositories, cloud resources)
* Train team members on selected AI tools
* Complete IRB/ethics approval process (if applicable)

### Phase 2: Data Collection and Initial Analysis (Duration: [X weeks/months])

* Execute data collection protocols
* Perform data cleaning and preprocessing
* Develop initial AI models or analyses
* Conduct preliminary analyses with AI assistance
* Document all AI tool configurations and parameters
* Mid-phase review and adjustment of approach

### Phase 3: In-depth Analysis and Results (Duration: [X weeks/months])

* Complete full analysis with AI tools
* Validate results with alternative methods
* Document all AI contributions to analysis
* Prepare visualizations and data presentations
* Internal review of findings
* Make necessary refinements based on review

### Phase 4: Dissemination and Next Steps (Duration: [X weeks/months])

* Draft manuscripts with AI writing assistance
* Prepare conference presentations
* Develop data and code packages for sharing
* Document lessons learned about AI integration
* Plan for follow-up research
* Submit final reports to funding agency

## Communication Plan

### Regular Meetings

* **Full Team Meetings:** [Frequency, e.g., Bi-weekly on Mondays at 10am]
* **Subgroup Meetings:** [Frequency, e.g., Weekly on Wednesdays at 2pm]
* **AI Tool Review Meetings:** [Frequency, e.g., Monthly on the first Friday]

### Documentation Practices

* All meeting notes to be stored in [Location]
* Research protocols documented in [Location]
* AI tool configurations and parameters stored in [Location]
* Regular project updates provided to stakeholders [Frequency]

## Resource Management

### Budget Allocation

* Personnel: [Amount/Percentage]
* Equipment: [Amount/Percentage]
* AI Tool Subscriptions: [Amount/Percentage]
* Computing Resources: [Amount/Percentage]
* Conference Travel: [Amount/Percentage]
* Publication Costs: [Amount/Percentage]

### Computing Resources

* **Local Computing:** [Details of available hardware]
* **Cloud Resources:** [Details of cloud services, account information]
* **Storage Solutions:** [Details of data storage provisions]

## Risk Management

### Potential Risks and Mitigation Strategies

* **Data Quality Issues:**
  + Risk: [Description]
  + Mitigation: [Strategy]
* **AI Tool Limitations:**
  + Risk: [Description]
  + Mitigation: [Strategy]
* **Timeline Delays:**
  + Risk: [Description]
  + Mitigation: [Strategy]
* **Personnel Changes:**
  + Risk: [Description]
  + Mitigation: [Strategy]

## Ethics and Compliance

### Ethical Considerations

* [List of ethical considerations specific to the project]
* [Plans for addressing each consideration]

### Compliance Requirements

* [List of relevant regulations and policies]
* [Documentation of compliance measures]

## Publication and Data Sharing Plan

### Target Publications

* [Journal/Conference names and submission timelines]

### Data Sharing Strategy

* [Description of which data will be shared]
* [Timeline and platforms for data sharing]
* [Access restrictions if applicable]

## Project Conclusion

### Final Deliverables Checklist

* All research questions addressed
* Publications submitted
* Data packages prepared
* Code repositories documented
* AI integration process documented
* Final report submitted to funder
* Research artifacts archived according to policy

### Project Evaluation

* [Process for evaluating project success]
* [Metrics for measuring impact]
* [Plans for long-term follow-up]