



Action Plan (ver. 2022.09)

- Creative management of water use and environment -

Date: Friday, September 30, 2022

Name: write your name

Position: Choose candidate

Advisor (not supervisor): Write name if any

1. Title of research

Write a title of thesis. If not decided, write a tentative one or keywords.

2. Specific target of current research activities

Write your specific targets in this and next months.

3. Reported plan for this period (i.e., plan in the past)

Copy here your plans from the last action plan.

4. Progress in this period (Effort in hour & Completeness in %)

List up what you have done since the last meeting. Along with tasks, both effort and completeness may be preferred to report. Effort (in hour) means how many hours you spent for a task during the period.

"Completeness (%)" means how much each task has been completed.

Example:

- (1) Literature review, 12 papers (E: 6 hours, C: 80%)
- (2) Preparation for experiment (E: 2 hours, C: 50%)
- (3) Writing Chapter 1 of my thesis (E: 20 hours, C: 100%)

5. Current issues and problems

Write if any.

6. Action plan for next 2 weeks (Effort in hour)

Write down what you will carry out and complete in the next 2 weeks with time allocation. You may include plans other than research activity such as lecture, seminar, travel, and day off.

7. Resources required for you action

Write what you need in the next 2 weeks, for example, support by expert and technician, material, reagent, meeting, data, skill, knowledge, and budget.

8. Question to other members including students, PDs, and supervisor

Write at least one question to other members. It may be related to your own research and others such as other's research, project, budget, travel, and lab management.