Partnership work plan for the final project

Now that your partnership group has established a research question and designed a project, it is time to plan for how the data collection and analysis is to be carried out.

After your analysis plan has been finalized and you have received confirmation that your project is ready to go, you will write up a **partnership work plan**. This plan should include the information on this handout, and should be **signed** by all partners. Electronic/typed signatures are acceptable on the document; there will also be a Sakai T&Q for each individual to confirm that they are "signing" the document.

The plan can be in list or chart format; detailed paragraphs are not necessary. Please submit the plan as a PDF file in "Assignments" on Sakai by the stated deadline. The partnership work plan is worth 5% of the final project grade.

(1)   List the **steps that have already been completed**, and how the work was divided. Include at least the following (add more steps if needed):

    (a)   Article report (searching for articles, deciding on the article, writing the article proposal, writing the article report)

    (b)   Project proposal (coming up with project ideas, choosing a project idea, first-pass on experiment design, writing the project proposal)

    (c)   Analysis plan (finalizing the stimuli and experiment design, finalizing the plan for choosing participants, finalizing the plan for data analysis)

    (d)   Give a rough estimate of the percentage of work to this point that has been completed by each group member (example: Harry 30%, Ron 20%, Hermione 50%)

(2)   Present an explicit plan for **how partners will divide the remaining steps**.

    (a)   These steps should include the following (add or adjust as appropriate for your topic): data collection, acoustic analysis, data analysis, slides, data appendix, and presentation. (Slides revision will be addressed separately; see below.)

    (b)   Some things to watch out for:

-   Don't be vague ("we'll split the work equally"), be specific ("A, B, and C will each measure the vowels from two of the speakers" ... "A will write up the introduction section, B will analyze the numerical data and make data graphics, and C will write up the results section after all partners have discussed the patterns in the results").
-   Think about which parts of the project are labor-intensive, and make sure those are shared fairly.
-   It's fine for different group members to do different amounts of different parts of the project, as long as everyone thinks the *overall* distribution of work is fair. Play to everyone's strengths or interests. Even for the presentation—not everyone has to speak during the presentation, if that is the group's preference.

(3)   **Follow-up statement:** Shortly after your presentation, please submit a short statement of how you actually divided up the work, and whether any of you were dissatisfied with the division of labor. This doesn't need to be more than a paragraph, and if it (mostly) matched your initial work plan you can just say that. Again, this statement needs to be **signed** by all partners (signatures can be electronic as above, with an individual T&Q signature confirmation). It will be submitted on Sakai.

(4)   **Problems and troubleshooting:** If there is a significant imbalance in the division of the work, all partners will not necessarily receive the same grade on the final project.

    (a)   If a partner does not agree to perform a fair share of work, or fails to deliver promised work, that partner will typically receive a grade **lower** than the assessed project grade.

    (b)   If a partner goes above and beyond to make up for work missed by others, or otherwise performs a larger share of work, that partner may receive a grade **higher** than the assessed project grade.

    (c)   Some suggestions:

- Make specific plans and schedules ahead of time, so that all partners have the same expectations about when and how work will be completed.
- Agree on a communication method and check it frequently; agree on an expected time frame for responses to communications.
- You are encouraged to check in with me while the project is in progress if you would like support navigating your group's work process.

(5)   **Slides revision:** Revising the slides after receiving presentation feedback is optional, and group members may make individual decisions about whether to participate in any revisions. (Non-participators will receive the original slides grade as their revised slides grade.) Therefore, if your group submits revised slides, please also include a brief statement of which group members participated in the revision process, **signed** (as above) by all members who participated. If there was an uneven distribution of labor or other unusual circumstances, explain those as well.