

# Contents

Introduction . . . . .	VII
<b>Step 1: FIND THE BEGINNING . . . . .</b>	<b>1</b>
So Where Is the Beginning? . . . . .	2
Building Your Map . . . . .	2
Project Management Principle #1: Creating a map . . . . .	2
Get Going . . . . .	3
<b>GRADUATE STUDENT TIP:</b> The literature review as a party . . . . .	8
<b>Step 2: GET FOCUSED . . . . .</b>	<b>11</b>
What Can Go? . . . . .	11
Project Management Principle #2: Analyzing the scope of the project . . . . .	11
Get Going . . . . .	14
Management Skills: A Top Ten List . . . . .	14
<b>GRADUATE STUDENT TIP:</b> What a thesis/dissertation <i>really</i> is . . . . .	22
<b>Step 3: IDENTIFY TASKS . . . . .</b>	<b>25</b>
The Academic Writing Process: 40/20/40 . . . . .	25
The First 40 . . . . .	25
The Middle 20 . . . . .	27
The Final 40 . . . . .	30
Project Management Principle #3: Identifying the tasks . . . . .	31
Get Going . . . . .	32
<b>GRADUATE STUDENT TIP:</b> Are you a <i>nouveau</i> graduate student? . . . . .	35

Step 4:	<b>ORGANIZE YOUR TASKS</b>	37
	Project Management Principle #4: Creating the Work Breakdown Structure (WBS)	37
	Project Management Principle #5: Identifying the Critical Path	37
	Get Going	40
	<b>GRADUATE STUDENT TIP:</b> Are you demonstrating academic integrity?	41
Step 5:	<b>MAKE A PLAN</b>	45
	Project Management Principle #6: The Gantt chart	45
	Get Going	45
	<b>GRADUATE STUDENT TIP:</b> Take Control of Feedback	48
Step 6:	<b>FOLLOW YOUR PLAN</b>	53
	Project Management Principle #7: Ownership	53
	Project Management Principle #8: Use your resources	54
	Get Going	55
	<b>GRADUATE STUDENT TIP:</b> Self-editing strategies	56
	References	67
	Appendix	69
	Extra mind map pages	70
	Extra Gantt chart pages	86
	Gee (2001) storyboard	91
	Feedback chart	92
	Self-editing checklist	95