

| Activity   | Complete?                    |                             |                              |
|--|------------------------------|-----------------------------|------------------------------|
| Document all your research decisions   | Yes <input type="checkbox"/> | No <input type="checkbox"/> | N/A <input type="checkbox"/> |
| Establish a system to record all your research decisions   | Yes <input type="checkbox"/> | No <input type="checkbox"/> | N/A <input type="checkbox"/> |
| Establish a planned timeline for your research project   | Yes <input type="checkbox"/> | No <input type="checkbox"/> | N/A <input type="checkbox"/> |
| Account for the major steps and milestones for your project  | Yes <input type="checkbox"/> | No <input type="checkbox"/> | N/A <input type="checkbox"/> |
| Ensure you know the location of your data, what you have ready and what is missing   | Yes <input type="checkbox"/> | No <input type="checkbox"/> | N/A <input type="checkbox"/> |
| Establish a workflow so as you handle data (i.e. newly arrived information, data you recently analysed, etc.) you know where to store these  | Yes <input type="checkbox"/> | No <input type="checkbox"/> | N/A <input type="checkbox"/> |
| Develop a naming convention for your files so you can track and identify your data more easily   | Yes <input type="checkbox"/> | No <input type="checkbox"/> | N/A <input type="checkbox"/> |
| Gather all your data in a centralized location, consistently prepared and ready for analysis   | Yes <input type="checkbox"/> | No <input type="checkbox"/> | N/A <input type="checkbox"/> |
| Prepare your data for analysis   | Yes <input type="checkbox"/> | No <input type="checkbox"/> | N/A <input type="checkbox"/> |
| Qualitative data: Decide how much data you need to transcribe, how detailed your transcriptions should be, and who should transcribe your data   | Yes <input type="checkbox"/> | No <input type="checkbox"/> | N/A <input type="checkbox"/> |
| Quantitative data: Collect all your quantitative data into a centralized location, translate those data into usable numbers for analysis, and ensure they have been entered/imported into the appropriate computer program | Yes <input type="checkbox"/> | No <input type="checkbox"/> | N/A <input type="checkbox"/> |