Activity	Complete?		
Document all your research decisions	Yes ☐	No ☐	N/A ☐
Establish a system to record all your research decisions	Yes ☐	No ☐	N/A ☐
Establish a planned timeline for your research project	Yes ☐	No ☐	N/A ☐
Account for the major steps and milestones for your project	Yes ☐	No ☐	N/A ☐
Ensure you know the location of your data, what you have ready and what is missing	Yes ☐	No ☐	N/A ☐
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 ☐	No ☐	N/A ☐
Develop a naming convention for your files so you can track and identify your data more easily	Yes ☐	No ☐	N/A ☐
Gather all your data in a centralized location, consistently prepared and ready for analysis	Yes ☐	No ☐	N/A ☐
Prepare your data for analysis	Yes ☐	No ☐	N/A ☐
Qualitative data: Decide how much data you need to transcribe, how detailed your transcriptions should be, and who should transcribe your data	Yes ☐	No ☐	N/A ☐
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 ☐	No ☐	N/A ☐