**Session 4 appendix: Proforma: Checklist for planning**

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| **Question** | **My answer** | **Timing** | **Additional notes and tips** |
| What am I going to investigate? |  |  |  |
| What is the key question I want to answer with my project? |  |  |  |
| What age are the children/young people (CYP) I will be working with? |  |  |  |
| What methods will I use? |  | *When do I set these up?* | *e.g. Questionnaires? Discussions? Interviews with groups or individuals?* |
| Whose support might I need? |  | *When do I approach them?* |  |
| Whose permission will I need? |  | *How long will this take to achieve?* | *e.g. Formal approval from an ethics committee?* *Consent from the CYP* |
| Where will I find out what has already been done? |  |  | *Literature review: sources?* |
| Who will I share my findings with? |  | *When will I be doing this?* *For how long will my project run?* |  |
| What format shall I use to present my findings? |  |  | *e.g. A written report, a PowerPoint presentation.* |
| Will I need help from others? |  | *When do I seek that? How long will this take to set up?* | *e.g. for analysing the findings and presenting the data.* |
| Will I need specific (additional) skills? |  | *When can I gain these skills?* | *e.g. taking images of my participants, video-ing.* |