

## How to create a research plan?

A research plan is developed at the beginning of the research phase and evolves throughout the research project. Its function is to consolidate the documentation needs and the potential sources to be explored to complete the documentation. A chart template that can be used to create a research plan is available in the downloadable tools. It can be modified as needed. Here are the key steps for preparing this plan:

- At the beginning of the collection and documentation project, it is recommended to write down all initial leads to be explored;
- As collection meetings progress, new avenues of research will likely be identified. It is therefore possible, to update the chart after each meeting;
- This chart can become a tool for monitoring the progress of the research. For this type of use, regular updates will help keep track of progress.

