The Work Plan Guidelines

The work plan is a brief document that clearly describes specific goals and objectives of the project and how these goals and objectives will be accomplished. The work plan must describe the necessary tasks to be carried out, such as calibrations, specific data to be collected during the experimental work, a brief description of how the data are to be analyzed, etc. This overall description should explain to the reader WHY you are doing the research project as you have planned.

Include in this plan a description of WHAT you will do — the proposed experimental design, indicating the specific values of the variables to be studied and the specific number of experiments to be performed. The design can be presented in table format followed by a brief explanation of your reasoning in selecting the values for variables and experimental conditions. A data analysis plan should also be presented, including sample calculations. You should also describe the main risks of the experiment, including both setup and chemicals.

The work plan must be addressed to the experiment assistant in the form of a memorandum, which should be approximately one to two pages of text plus attachments, if necessary, such as figures, tables, charts, sample calculations, MSDS, etc.