**Preparing for kick-off**

**Week 2:**

* Prepare (Powerpoint) slides to present your ideas for the broader lines of your research design. Include in your slides:
* Title and motive/general description of problem or opportunity
* Problem statement
* Objective and deliverable - including supplementary data that will accompany your thesis (data, code, ...)
* Research approach/framework
* Main research question and sub-questions
* Research method(s) with research activities – including ethics and privacy processes (if needed)
* Visualization of the research design (flow diagram)
* Time plan for the whole graduation project, including dates for realizing the milestones
* Send the slides to and discuss them with your first supervisor.
* Schedule the kick-off meeting (contact the secretary to the chair of your graduation committee)

**Week 3:**

* Finalize your draft project proposal. Don’t forget to pay attention to the MSc thesis final assessment form on the Graduation portal.
* Send your draft project plan to and discuss it with your first supervisor.
* Send the improved project plan to all members of your graduation committee.
* Prepare the kick-off form (see Graduation portal).

**Week 4:**

* Kick-off meeting:
* Present your slides
* Discuss the project plan
* Take notes of the discussion
* After the kick-off meeting:
* Hand-in the signed kick-off form at the TPM service desk
* Make a report on the feedback and send it to your graduation committee
* Revise your project plan accordingly

This list is adapted from the ‘Graduation intake form’ developed by Anneke Zuiderwijk – van Eijk.