

An example will serve to illustrate this.

My monthly project plan

Activity	Day																														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1. Decide on presentation topic	X	X																													
2. Literature research			X	X	X													X													
3. Feedback from lecturer									X														X								
4. Collect material for presentation							X	X	X	X	X																				
5. Determine contents										X	X	X	X																		
6. Create PowerPoint presentation															X	X	X														
7. Revise																		X	X	X	X										
8. Reduce text in PPP																					X	X									
9. Incorporate suitable images/diagrams																						X	X								
10. Proofread																								X	X						
11. Practice presentation																										X	X	X	X		
12. Test technology available																														X	
13. Give presentation																															X
14. Review																															X

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