FILLABLE TEMPLATE KIT



The Dissertation Timeline & Project Planner Kit

55 fillable templates + 9 reusable trackers · US Letter & A4 · type, save, print

The companion kit to the workbook shown above. It contains the templates only. The chapters and the completed examples are in the book.

Rafiq Muhammad, MD, MIHMEP, PhD · Kit Edition 1.0 · 2026 · KIT-WB20

How to use this kit

This kit contains every fill-in template from *The Dissertation Timeline & Project Planner Workbook*, one per page, in the order you will use them. Each page tells you in a few lines how to fill it in.

> **On screen:** open the PDF in Adobe Acrobat Reader (free), Microsoft Edge, Google Chrome or macOS Preview. Click any white box and type; boxes grow to more lines where answers are long. Tick boxes with a click. **Save often** (Ctrl/Cmd + S) — your answers stay in the file.

> **On paper:** print any page; every box is sized for handwriting.

Working with a supervisor? Each template ends with a sign-off line, so you can bring pages to meetings as they are done.

First time doing this? The kit gives you the tools; the workbook teaches the method. *The Dissertation Timeline & Project Planner Workbook* explains every template and shows a completed example of each one, built around a single study from start to finish.

The workbook, with a completed example of every template: https://www.gradsummit.com/workbooks/dissertation-timeline-planner-workbook/

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Template map

55 templates in the order the workbook uses them, then 9 reusable trackers. Click a row to jump to it; tick **Done** as you finish each one.

#	Template	Page	Done
Chapter 1 · Your Dissertation Is a Project, Not a Mystery			
1.1	Why Dissertations Overrun Self-Assessment	7	☐
1.2	The Project Mindset Sheet	8	☐
1.3	Your Constraints & Context Sheet	9	☐
1.4	Planner Vocabulary Decoder	10	☐
Chapter 2 · Map the Whole Journey: The Dissertation Lifecycle			
2.1	Dissertation Lifecycle Map	11	☐
2.2	“Where Am I Now?” Locator	12	☐
2.3	Phase-Deliverables Inventory	13	☐
2.4	Program-Requirements & Deadlines Capture	14	☐
Chapter 3 · Plan Backward from the Deadline			
3.1	Backward-Planning Milestone Map	15	☐
3.2	Milestone-Definition Sheet	16	☐
3.3	Deadline-Anchored Timeline	17	☐
3.4	Working-Back Calculator	18	☐
Chapter 4 · Reality-Check the Plan			
4.1	'Realistic Timeline' Reality-Check Calculator	19	☐
4.2	Planning-Fallacy Adjustment Sheet	20	☐
4.3	Available-Hours Audit	21	☐
4.4	Plan Feasibility Verdict	22	☐
Chapter 5 · Build the Gantt: The Whole Project on One Page			
5.1	Dissertation Gantt Template	23	☐
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5.3	Critical-Path Highlighter	25	☐
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Chapter 6 · From Milestones to Weekly Sprints: The Daily Engine			
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6.2	Milestone-to-Weekly-Tasks Breakdown	28	☐
6.3	Weekly Planning & Review Ritual (Reusable)	29	☐
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6.5	Monthly Goal-Setting Sheet (Reusable)	31	☐
Chapter 7 · Track Progress & Keep Momentum			

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CHAPTER 3 · PLAN BACKWARD FROM THE DEADLINE

3.2 Milestone-Definition Sheet

Purpose: Attach a clear deliverable, done-criterion, and date to each milestone — because a vague milestone is unhittable, and a plan made of vague milestones drifts.

Estimated time: 30–45 min

Completed example: Template 3.2 in The Dissertation Timeline & Project Planner Workbook.

How to fill this in

1. For each milestone on your map (3.1), name the concrete deliverable that marks it reached.
2. Add a done-criterion: the unambiguous test for whether you have hit it (approved, submitted, closed).
3. Carry over the target date from your backward map.

Milestone	My Definition & Date (Deliverable & Done-Criteria)
Proposal approved	
Ethics approved	
Data collection complete	
Full draft complete	

Output: A clear deliverable, done-criterion, and date for each milestone — unambiguous checkpoints you can tell you have hit, rather than vague stages you can never quite finish.

Supervisor sign-off	Date	Comments

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CHAPTER 5 · BUILD THE GANTT: THE WHOLE PROJECT ON ONE PAGE

5.3 Critical-Path Highlighter

Purpose: Identify the chain of dependent tasks that sets your end date — the critical path — so you know where a delay delays everything, and where a slip has slack and is survivable.

Estimated time: 30–45 min

Completed example: Template 5.3 in The Dissertation Timeline & Project Planner Workbook.

How to fill this in

1. Trace the longest chain of dependent phases from start to submission — that is the critical path.
2. Mark each task on or off the critical path, and note why.
3. Concentrate your buffers and attention on the critical-path tasks; a slip there moves the deadline.

Task / Phase	On Critical Path? Why	Mine
Ethics approval		
Data collection		
Analysis		
Writing the full draft		
Lit-review writing		
An optional conference paper		

Output: Your critical path identified — the chain of tasks that sets your end date — so you know exactly where a delay is costly and where it is survivable, and where to put your buffers.

Supervisor sign-off	Date	Comments

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End of the sample

This sample shows 2 templates: 3.2 Milestone-Definition Sheet; 5.3 Critical-Path Highlighter.

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You can buy the full kit on the page where you downloaded this sample.

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