Using the progress plan template

To create a new progress plan:

1. Log into MyUni and download the progress plan template (an Excel spreadsheet) relevant to your candidature – full-time or part-time.
2. Save the template on your local computer, using the naming convention ‘Progress Plan_Student ID_v.x.x’
3. Click the Create Progress Plan tab (circled below).

4. Enter your name, student ID, faculty, school/discipline (if applicable) and degree details.
   Make sure you enter the correct faculty details here to ensure the appropriate milestones appear on your plan.
   **Note:** Not all schools/disciplines have specific milestones and activities, and will therefore not be displayed as options.

5. Enter the date you started your course and the name of your research supervisor. The date is important as this drives the default due dates for the milestones that appear in your plan.

6. Click the Create Progress Plan button to create a new progress plan. The applicable faculty and school/discipline milestones and activities will be automatically added to your plan.
   **Note:** If you have already created a progress plan, you will see an additional tab called Progress Plan. You should NOT click the Create Progress Plan button again as this will delete your current plan. If you want to update your plan, you should go to the Progress Plan tab and use the steps on the next page to update your milestones, activities, statuses and dates.

The Information tab defines the purpose of a progress plan, milestones and activities.
The Instructions tab provides information about creating, saving and updating your progress plan using this template.
The FAQ tab provides information about creating and updating progress plans.
7. Your progress plan is displayed in a new tab called Progress Plan (circled below).

8. Create your own progress plan by reviewing the milestones and activities, updating dates and statuses, and adding new milestones or activities relevant to your own research. You should do this in consultation with your supervisor.

9. Submit the plan to your supervisor for endorsement via the link in MyUni. You will be prompted to upload your plan.

A milestone and related activities set by the University (U). These milestones and activities must be completed by all students.

A milestone set by a faculty (F). The relevant milestones and activities are displayed based on your faculty selection on the Create Progress Plan tab.

A milestone set by a school/discipline (D). Not all schools/disciplines have specific milestones and activities.

The Due Date is the date by which a milestone or activity should be completed and is automatically calculated based on your course start date. If, in consultation with your supervisor, you need to revise this date, enter the new date in the Revised Date field.

In consultation with your supervisor, you can enter a Revised Date for the completion of a milestone or activity. If a future revised date is entered, the red Overdue indicator will not be displayed.

You can enter a Comment against a milestone or activity.

Select a Status for each milestone and activity.

Note: Milestones and activities marked as Complete or Not Applicable will not be displayed as Overdue.