**First Academic Year**

**October**
- Clients submit project proposal form by October 31st

**November - December**
- Students submit solo MP proposal to program chairs by November 1st
- Faculty review proposals

**January**
- Projects are linked to advisors and for students to review
- Students identify preferred projects

**February**
- Students are matched with projects

**March – April**
- Students work with MP advisor and client to develop work plan, project charter and a final proposal
- The proposal is due at the end of April (This is a hard deadline)

**May - August**
- Clients work with students and MP advisor to determine any specific activities such as data collection and internship
- Clients assist with projects activities such as provide data, fund travel expenses, arrange housing

**Second Academic Year**

**September – March**
- Students present project proposals in September
- Clients and faculty provide feedback
- Students and MP advisors meet on a regular basis (recommended frequency is every other week)
- Students conduct data analysis
- Students develop projects drafts (complete written draft due to MP advisor by the end of February)

**April**
- Students present at the Master’s Projects symposium
- Final Master’s Projects report due by the end of April