

Formal Report Writing Schedule  
Improving Understanding of Waste Sorting at the University of British Columbia Okanagan  
Samantha Krieg  
ENGL 301

*July 5, 2022*

- Informational interview
- Review information gathered in the informational interview

*July 7, 2022*

- Formal Report Outline and Progress Memo completed

*July 8, 2022*

- Formal Report Outline due
- Formal Report Progress Memo due

*July 9, 2022*

- Begin Formal Report Draft
- Share the survey with UBCO students, faculty, and staff
- Regulation review completed

*July 13, 2022*

- Literature review completed

*July 17, 2022*

- First draft of the Formal Report completed, except for the survey results

*July 20, 2022*

- Close the survey, review and record the results

*July 20 – 22, 2022*

- Incorporate survey results into the Formal Report Draft
- Review and edit the Formal Report Draft

*July 22, 2022*

- Formal Report Draft due

*July 23, 2022*

- Formal Report Peer Review completed

*July 27, 2022*

- Formal Report Peer Review due

*July 28 – August 1<sup>st</sup>*

- Edit Formal Report based on the feedback from the Peer Review and the professor
- Collaborate with writing team to review each other's reports

*August 1, 2022*

- Formal Report completed

*August 2, 2022*

- Final review of Formal Report
- Formal Report due