

Getting Done: Managing your research subject, process, and committee

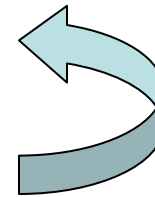
EDGE Seminar

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May 4, 2007

Agenda

- Our background
- Planning
- Managing your committee
- Securing a research subject
- Managing your research subject
- Confidentiality
- Communicating
- Final paperwork

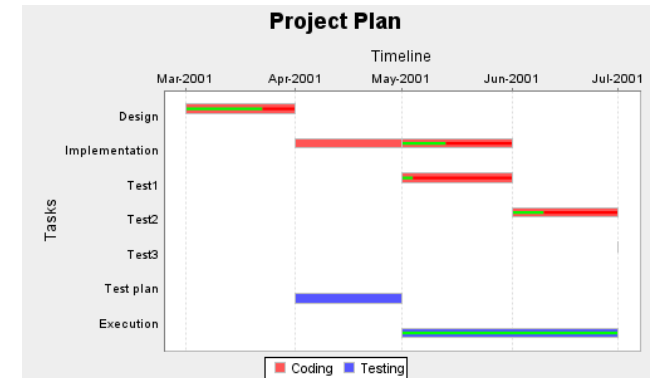


Backgrounds

- Stage in the process
- Likely research method
- Likely research subjects
- Pre-Ph.D. experience
- Working outside the university?

Planning

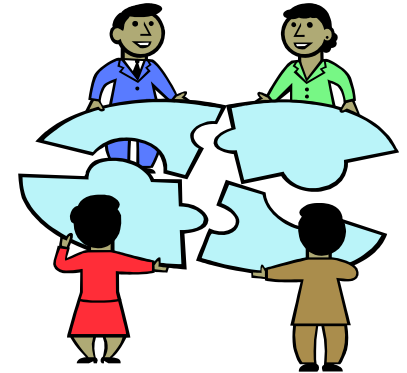
- Use a project plan
- Keep it simple
- Update it regularly
- Set expectations
- Know your critical path
- Review the plan regularly with your chairperson
 - Make sure you are clear about how you are doing
- [Sample project plan](#)



Securing a Research Subject

- Use your network!
- Figure out “what’s in it for them?”
- Be persistent, but not annoying
- Be flexible – fit your schedule around theirs
- Be a sales person
 - You are asking them to spend their time, and take risks with their people and data
- Be honest about what’s required of them
 - Whose help will you need?
 - How much time?
 - What type of preparation will be required?

Communicating



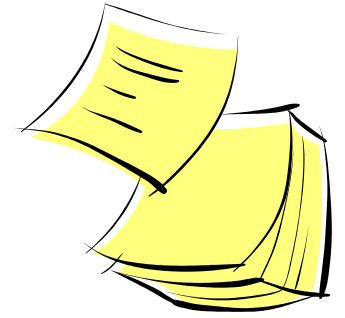
- Find out what info the other party wants and needs
 - Regular updates? Phone? E-mail? Only if action required?
 - Respond to that need
- Follow through on commitments
 - If you're going to be late, say so before the deadline!
- Be succinct ([exercise](#))
- Review (and spell check) before you send
- Assume they won't understand things as well as you do

Meeting Planning



- Publish an agenda ahead of the meeting time
 - Gives other parties time to prepare
 - At least 24 hours, but not more than a week ahead
- Confirm the meeting time, place, and method
- Be early, but unobtrusive

Meeting Notes



- Establish protocol for delivering meeting notes
 - Media, timing, distribution
- Create and share detailed notes immediately after each meeting
 - Ask for corrections
 - Strengthens validity
- Detailed notes only go to interviewee
 - Unless otherwise agreed
 - Summary to others, if agreed

Managing your committee



- Communicating is foundational to both committee and research subject
- Keep your chair informed
- Take the chair's lead re: other committee members
- Stay visible to your chair (and less so the committee)
 - Keeps you accountable – it's no fun to say "I didn't get anything done yet"!
 - But don't overdo it – find out what works for them
- Leverage their strengths (ref Olfman)



Managing your research subject

- Communicate regularly – keep them informed
- If you've offered to provide value to them – keep your promise!
- Respect their protocols for communication
 - Do you need to cc someone on all messages?
 - Do you need to ask someone first before contacting others inside the company?
- Keep track of their intellectual property
 - Formal document lists
 - Organized, secure and segregated storage

Confidentiality



- Be sensitive to subject's need for confidentiality and/or anonymity
- In your writing, give honest protection
 - Make sure it's not transparent, especially to industry insiders
 - It will be transparent to some – be honest about who that is
- Treat their property with the utmost respect
 - Encrypt anything they don't want shared
 - You owe it to them for risking sharing it with you

Non-disclosures (NDAs)



- Try to do without a formal agreement
- If subject requires a non-disclosure – get a legal review
 - Need to be sure it allows you to publish, etc.
- [Sample NDA](#)
- NDA Wiki: <http://academicnda.schtuff.com>
- NDA paper: <http://cais.aisnet.org/articles/default.asp?vol=16&art=11>

Final Paperwork



- Pay attention to the formatting guides
 - http://www.cgu.edu/include/Prep_Dissertations.pdf
 - If something is not specified – clear it with your chair
- Signature pages (title, signature)
- See Edris Stuebner for final review
 - Ask her in advance if she wants to review an e-copy
- Bring your final two copies – and bring them clean!

Resources



- Serious material
 - Robson, Colin. *Real World Research: A Resource for Social Scientists and Practitioners*. ISBN 0631213058
 - Davis, Gordon B. *Writing the Doctoral Dissertation*. ISBN 0812098005
 - Yin, Robert K. *Case Study Research: Design and Methods (3rd Ed)*. ISBN 0761925538
- Useful starter's hints
 - Bolker, Joan. *Writing Your Dissertation in Fifteen Minutes a Day*. ISBN 080504891X

Questions?

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