Deadline	Item	Description	Completed?
November 15	Discuss Portfolio of Work with Advisor	• Meet with portfolio advisor, discuss potential topics for portfolio	
December 15	Finalize Portfolio of Work Title and Abstract	• Submit draft title and abstract to the portfolio advisor • Abstract should describe project in one paragraph, including statistical methodology, results, and conclusions	
January 15	Submit Draft of the Poster and Portfolio Report	• Submit a draft of the poster and portfolio report to the portfolio advisor • Schedule a meeting with portfolio advisor to review poster presentation and Portfolio Report by January 30	
January 30	Initial Portfolio of Work Review Submit Final Portfolio Title	• Practice poster presentation (15-minutes) with portfolio advisor • Portfolio advisor will review presentation and portfolio report with the student to identify potential deficiencies • Portfolio advisor and student will schedule a review time for final portfolio review • Title and the abstract must be sent to stat-msd@duke.edu by first Friday of March, subject line shoud include GitHub Link for Portfolio of Work, First and Last Name., **titles cannot be changed after January 30.**	
February 20	Final Portfolio of Work Review	• Practice poster presentation (15-minutes) with portfolio advisor • Portfolio advisor will review updated presentation and portfolio report with the student to ensure any necessary changes were made and to identify potential remaining deficiencies	
February 25	Share GitHub Repository with the Committee	GitHub repo must include all materials related to Portfolio of Work, including: ◦ Poster ◦ Portfolio Report (2-3 pages in Word or LaTeX) ◦ Code (if available) ◦ Any other non-proprietary material relating to the project created by the student ◦ CV/Resume • Link to GitHub repository must be sent to the three committee members and stat-msd@duke.edu, subject line shoud include GitHub Link for Portfolio of Work, First and Last Name.	
March 4	Portfolio of Work Poster Presentations	• The committee will evaluate the student based on the three criteria contained within the MSS Annual Report Form • To pass, a student **must** receive a Satisfactory or Excellent score in all three criteria • If a student receives an Unsatisfactory score on any of the three criteria, the student will be advised of the deficiencies and remedial paths forward and will have the option to redo the Portfolio of Work, with the presentation redo conducted no sooner than one month from the original presentation	

Note: All dates given are for the second-year students