**Action Plan**

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| Expected Date: | Task: | To do: | Success Criteria | ATL skills | Reflection | New Date | Rationale |
| April 26 | Learning Goals  Product Goals | * Formulate a learning goal and product goal | Criterion A | Creative thinking | Completed | On time |  |
| April 26 | Success Criteria | * Formulate a proper success criterion after viewing some examples | Criterion A | Reflection  Research skills | Completed | On time |  |
| May 25 | Meeting with Supervisor | * Approval of LG/ PG on Managebac * Supervisor to give feedback on success criteria * Supervisor to guide on how to create an action plan | Expert opinion/ audience | Creative thinking skills  Research  communication | Completed | On time |  |
| May 25-27 | 1st draft of Action plan | * Upload 1st draft of action plan on Managebac after its approved by supervisor. | Criterion A | Communication  Organization  Critical thinking | Completed | On time |  |
| June 20 | Final Action plan | * Final action plan uploaded to managebac with improvements from the 1st draft. | Criterion A | Communication  Organization  Critical thinking | Completed | June 21 | After my meeting with my supervisor, I had to make a lot of improvements to my action plan, taking more time than I initially expected. |
| June 23 | Final success criteria | * Add the final success criteria after it’s been approved by supervisor | Criterion A | Communication  Organization  Critical thinking | Completed | On time |  |
| Learning Sessions Completed | | | | | | | |
| June 20- June 30 | Lesson plan for 1st learning session and general overview of all 5 learning sessions | * Use 2 different sources to create a lesson plan for the #1 learning session * Create an overview (general idea) of all 5 learning sessions | Criterion A | Research skills such as creative thinking and critical thinking | Completed | On time |  |
| June 25-30 | Marketing and advertising for all learning sessions | * Create posters and spread the word * Marketing of the Classes * Advertise on social media apps such as WhatsApp * Provide a brief overview of what will be taught in the classes to potential customers | Criterion B | Communication  Research skills such as media literacy | Completed | On time |  |
| July 1 | Interview a professional | * Ask teacher about tips and strategies on how to capture student’s attention and how to make them understand the topic. * Take notes of all improvements and apply. | Criterion B | Critical thinking  Collaboration  Communication | Completed | July 3rd | I had to set up an interview time that was comfortable with my and my teacher, and the overlapping of schedules led us to conducting the interview on July 3rd. |
| July 1- July 3 | Host 1st learning session | * Analyse and take notes on the response of students * Create 5 tips that can be used in the podcast | Criterion D | Research skills such as creative thinking, critical thinking, and transfer skills  Communication  Collaboration  Self-management skills such as organization and reflection | Completed | On time |  |
| July 4-7 | Lesson plan for 2nd learning session | * Use 2 different sources to create a lesson plan for the 2nd learning session | Criterion A | Research skills such as creative thinking and critical thinking | Completed | On time |  |
| July 8-10 | Host 2nd learning session | * Analyse and take notes on the response of students * Create 5 tips that can be used in the podcast | Criterion B | Research skills such as creative thinking, critical thinking, and transfer skills  Communication  Collaboration  Self-management skills such as organization and reflection | Completed | On time |  |
| July 19-21 | Lesson plan for 3rd learning session | * Use 2 different sources to create a lesson plan for the 3rd learning session | Criterion A | Research skills such as creative thinking and critical thinking | Completed | On time |  |
| July 22-24 | Host 3rd learning session | * Analyse and take notes on the response of students * Create 5 tips that can be used in the podcast | Criterion B | Research skills such as creative thinking, critical thinking, and transfer skills  Communication  Collaboration  Self-management skills such as organization and reflection | Completed | On time |  |
| July 25-27 | Lesson plan for 4th learning session | * Use 2 different sources to create a lesson plan for the 4th learning session | Criterion A | Research skills such as creative thinking and critical thinking | Completed | On time |  |
| July 28-30 | Host 4th learning session | * Analyse and take notes on the response of students * Create 5 tips that can be used in the podcast | Criterion B | Research skills such as creative thinking, critical thinking, and transfer skills  Communication  Collaboration  Self-management skills such as organization and reflection | Completed | On time |  |
| July 31- August 2 | Lesson plan for 5th learning session | * Use 2 different sources to create a lesson plan for the 5th learning session | Criterion A | Research skills such as creative thinking and critical thinking | Completed |  |  |
| August 3-5 | Host 5th learning session | * Analyse and take notes on the response of students * Create 5 tips that can be used in the podcast | Criterion B | Research skills such as creative thinking, critical thinking, and transfer skills  Communication  Collaboration  Self-management skills such as organization and reflection | Completed | August 7th | I was travelling from July 31-August 6th, so I had to postpone my learning session. |
| Podcast | | | | | | | |
| August 6 | Podcast research | * Research about tools to create a podcast, such as equipment and platforms where the podcast can be uploaded * Purchase the equipment * Set up a Spotify account for the podcast, including the cover art (commission a friend to create it according to my preferences) and a short description. | Criterion A | Thinking skills such as critical thinking  Self-Management skills such as organization  Collaboration  Communication | Completed | On time |  |
| August 6 | Setting up the podcast | * Set up a professional setting with a high-quality mic and record the 30-second trailer for the podcast. | Criterion D | Creative thinking  Media literacy | Completed | On time |  |
| August 7 | Podcast Marketing | * Share the link of the trailer and the Spotify podcast platform link to social media apps such as WhatsApp, Instagram, and Snapchat | Criterion B | Communication  Media literacy  Refection | Completed | On time |  |
| August 8 | Planning the podcast | * Create a short summary and script for episode #1, include at least 5-6 tips that were noted down before * Include primary and secondary research conducted before | Criterion B | Thinking skills such as critical thinking and creative thinking  Organization skills | Completed | On time |  |
| August 8 | Recording the podcast | * Record episode #1 and make sure it’s 20-25 minutes long | Criterion C | Critical thinking | Completed | On time |  |
| August 9 | Conducting secondary research on editing | * Conduct secondary research to find out how to properly edit a podcast episode. | Criterion A | Critical thinking | Completed | On time |  |
| August 10 | Editing the podcast | * Edit episode #1 and add background music, delete pauses, and increase the clarity of the voice. Implement any other tips found from the secondary research | Criterion C | Thinking skills such as critical thinking, creative thinking, and transfer | Completed | On time |  |
| August 10 | Receiving feedback and making improvements | * Get feedback on the episode from 1-2 people and improve the episode (For example: by re-recording some parts to make it easier to understand or more informative) based on the comments. | Criterion D | Communication and reflection | Completed | On time |  |
| August 10 | Publishing the podcast and marketing it | * Publish the episode and share the link to social media apps such as WhatsApp, Instagram, and Snapchat | Criterion D | Communication and transfer skills | Completed | On time |  |
| August 11 | Planning the podcast | * Create a short summary and script for episode #2, include at least 5-6 tips that were noted down before * Include primary and secondary research conducted before | Criterion B | Thinking skills such as critical thinking and creative thinking  Organization skills | Completed | August 12 | This script took a lot longer to make as there was a lot of research that was conducted for this episode, and condensing that research took more time. |
| August 11 | Recording the podcast | * Record episode #2 and make sure it’s 20-25 minutes long * Interview a professional teacher and ask about their thoughts and opinions on the topic that is being discussed in the podcast | Criterion C | Critical thinking | Completed | On time |  |
| August 12 | Editing the podcast | * Edit episode #2 and add background music, delete pauses, and increase the clarity of the voice. Implement any other tips found from the secondary research | Criterion C | Thinking skills such as critical thinking, creative thinking, and transfer | Completed | On time |  |
| August 12 | Receiving feedback and making improvements | * Get feedback on the episode from 1-2 people and improve the episode (For example: by re-recording some parts to make it easier to understand or more informative) based on the comments. | Criterion D | Communication and reflection | Completed | On time |  |
| August 12 | Publishing the podcast and marketing it | * Publish the episode and share the link to social media apps such as WhatsApp, Instagram, and Snapchat | Criterion D | Communication and transfer skills | Completed | On time |  |
| August 13 | Planning the podcast | * Create a short summary and script for #3, include at least 5-6 tips that were noted down before * Include primary and secondary research conducted before | Criterion B | Thinking skills such as critical thinking and creative thinking  Organization skills | Completed | On time |  |
| August 13 | Recording the podcast | * Record episode #3 and make sure it’s 20-25 minutes long * Interview a professional teacher and ask about their thoughts and opinions on the topic that is being discussed in the podcast. | Criterion C | Critical thinking | Completed | On time |  |
| August 14 | Editing the podcast | * Edit episode #3 and add background music, delete pauses, and increase the clarity of the voice. Implement any other tips found from the secondary research | Criterion C | Thinking skills such as critical thinking, creative thinking, and transfer | Completed | On time |  |
| August 14 | Receiving feedback and making improvements | * Get feedback on the episode from 1-2 people and improve the episode (For example: by re-recording some parts to make it easier to understand or more informative) based on the comments. | Criterion D | Communication and reflection | Completed | On time |  |
| August 14 | Publishing the podcast and marketing it | * Publish the episode and share the link to social media apps such as WhatsApp, Instagram, and Snapchat | Criterion D | Communication and transfer skills | Completed | August 15 | The internet wasn’t working on August 14, so the podcast couldn’t be uploaded that day |
| August 15 | Planning the podcast | * Create a short summary and script for #4, include at least 5-6 tips that were noted down before * Include primary and secondary research conducted before | Criterion B | Thinking skills such as critical thinking and creative thinking  Organization skills | Completed | On time |  |
| August 15 | Recording the podcast | * Record episode #4 and make sure it’s 20-25 minutes long * Interview a professional teacher and ask about their thoughts and opinions on the topic that is being discussed in the podcast. | Criterion C | Critical thinking | Completed | On time |  |
| August 16 | Editing the podcast | * Edit episode #4 and add background music, delete pauses, and increase the clarity of the voice. Implement any other tips found from the secondary research | Criterion C | Thinking skills such as critical thinking, creative thinking, and transfer | Completed | On time |  |
| August 16 | Receiving feedback and making improvements | * Get feedback on the episode from 1-2 people and improve the episode (For example: by re-recording some parts to make it easier to understand or more informative) it based on the comments. | Criterion D | Communication and reflection | Completed | On time |  |
| August 16 | Publishing the podcast and marketing it | * Publish the episode and share the link to social media apps such as WhatsApp, Instagram, and Snapchat | Criterion D | Communication and transfer skills | Completed | On time |  |
| August 17 | Planning the podcast | * Create a short summary and script for #5, include at least 5-6 tips that were noted down before * Include primary and secondary research conducted before | Criterion B | Thinking skills such as critical thinking and creative thinking  Organization skills | Completed | On time |  |
| August 17 | Recording the podcast | * Record episode #5 and make sure it’s 20-25 minutes long * Interview a professional teacher and ask about their thoughts and opinions on the topic that is being discussed in the podcast. | Criterion C | Critical thinking | Completed | August 18 | This podcast was an interview with a tutoring business owner, and the guest wasn’t free on August 17, so we had to postpone the interview. |
| August 18 | Editing the podcast | * Edit episode #5 and add background music, delete pauses, and increase the clarity of the voice. Implement any other tips found from the secondary research | Criterion C | Thinking skills such as critical thinking, creative thinking, and transfer | Completed | On time |  |
| August 18 | Receiving feedback and making improvements | * Get feedback on the episode from 1-2 people and improve the episode (For example: by re-recording some parts to make it easier to understand or more informative) it based on the comments. | Criterion D | Communication and reflection | Completed | On time |  |
| August 18 | Publishing the podcast and marketing it | * Publish the episode and share the link to social media apps such as WhatsApp, Instagram, and Snapchat | Criterion D | Communication and transfer skills | Completed | On time |  |