

## **Final Project Work Plan**

### *Recording, Engineering, and Mixing*

For your final project, you will need to incorporate several different elements of work and coordinate that work among your group members. I will be asking you to keep a record of the work you accomplish on a day-to-day basis. In addition, I am asking you to submit a work plan – a document that outlines what you intend to accomplish (individually and as a group) and when you intend to complete each task. To create a work plan, you will need to follow these steps:

1. Make a week-by-week outline of your project, listing the overall goal you will need to accomplish by the end of each week.
2. For each week, break down your overall goal into a list of tasks you will need to do. Be as specific as possible – and divide the tasks up so that they can all be done by one individual group member.
3. Assign each task to ONE group member – this group member will be responsible for making sure the task gets done (this does not necessarily mean that this person will COMPLETE the task; he or she will simply be in charge of making sure that SOMEONE completes the task).
4. Type or neatly write your list of tasks in the following format:

Task	Target Completion Date	Responsible Group Member

Obviously, in order to do a thorough job of creating a work plan, you will need to have ironed out most of the specific details of your final project. You will have all period on Wednesday, April 29 and Friday, May 1 to complete this assignment.

Your work plan is due at the end of the class period on Friday, May 1. You can turn in hand-written copies to your instructor or you can e-mail typed work plans to [dan.bregar@corvallis.k12.or.us](mailto:dan.bregar@corvallis.k12.or.us).