**Timeframe**: January 18th-June 17th, 2022

**Time commitment**: 4 hours per week with a cohort meeting every other week

**Cohort Meeting Options**:

* Each student gives an update of their project and receives feedback
* The students use the time to discuss some challenges they have experienced and how they overcame them. The goal would be to reinforce that setbacks are a normal part of any project and that they can be managed and overcome. This can also help with easing any students’ sense of “imposter syndrome”
* The advisors use the time to highlight an aspect of project management
  + Defining needs/problem statements
  + Examining existing solutions to the target problem
  + Researching and applying appropriate pedagogies
  + Managing time and project plan changes

**Project Process**:

* **Project Plan**: To ensure students are prepared to undertake a 6 month project, they must complete a detailed project plan covering the following key items:
  + **Need/Problem Statement**: What need will this project attempt to fill? What evidence exists that there is such a need? Can this need be expressed without discussion of possible solutions or lack thereof?
  + **Existing Solutions**: Given the above need, how have people attempted to solve this in the past? Why are these solutions insufficient?
  + **Planned Work**: Outline in detail how they will attempt to solve the above need with their project. Must be distinct from the existing solutions examined.
  + **Final Deliverables**: What exactly will the student be presenting at the end?
    - **Software/Tool**: What are the features that will be complete? What types of things will the user be able to do?
    - **Content**: What topics will be covered? How many lessons/lectures/modules/etc will there be? What pedagogues will be deployed? How will learners measure their success/mastery of the material presented?
  + **Task List**: The student needs to break down their project into individual tasks that need to be completed and produce a weekly calendar of when each task is planned on being tackled. Ideally, each task shouldn’t be more than 5-10 hours to help focus the student on what exactly requires doing. This task list will help them discover many steps/elements they may have overlooked.

**Milestones**: Twice during the development (dates decided later) each student should create a 5-10 minute presentation for the advisors. These videos should discuss the work that was planned, accomplished, any challenges they have experienced, and how they are going to proceed during the next few weeks.

**Weekly Reporting**: Regular periods of reflection have proven to be useful when tackling long-term projects. Each student will submit a brief update each week to the advisors that covers the following:

* What work has been accomplished?
* What challenges have you encountered and what have you done to overcome them?
* Are there any changes to the overall plan that need to be made and why?