

Project Plan Template

Name of the Project:

What will your project be about? (One sentence summary)

Your Name:

(Who is working on this project?)

Session 1: Planning & Research

1. What do I need to do today?

(Write down what you need to get done in the first class session)

- Example: Gather information, research, create a plan.

2. What materials or tools do I need?

(What items do you need to complete your project? Think about materials, tech, or tools.)

- Example: Paper, markers, computer, research books, internet.

3. What is my plan for today?

(List the steps you will take in class today.)

- Example: Brainstorm ideas, write a rough outline, gather resources, or start designing.

4. What do I want to have done by the end of class?

(What should be finished by the end of the first session?)

- Example: Have a rough draft, finished research, or outline for project.
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Session 2: Finalizing & Presentation

1. What do I need to finish today?

(What will you focus on finishing in the second class?)

- Example: Complete project, test if it works, prepare to share with others.

2. How will I present my project?

(How do you plan to show your project to the class?)

- Example: Explain my project, show a poster, do a demo, give a speech.

3. What's the final check for my project?

(How will you know your project is ready to present?)

- Example: Is it complete? Did I check everything? Is it clear and easy to understand?

4. What did I learn from this project?

(After the project is done, write down one thing you learned!)

- Example: I learned how to organize my ideas, work with others, or how data science works.

Reflection:

1. What was fun about this project?

(What part did you enjoy the most?)

2. What would I do differently next time?

(Is there anything you would change if you did the project again?)