PROJECT PLANNING

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CLASS: _____   % OF FINAL GRADE: _____

PROJECT SPECS

What is the purpose/ goal of the project? What are you supposed to learn?

What specific criteria do you need to meet to earn an acceptable grade?

1.

2.

3.

4.

5.

6.

BRAINSTORMING

What are your ideas?

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-
-
-
-
-
-

Steps for executing the project:

1.

2.

3.

4.

5.

6.

PLANNING

What resources do you need?

-
-
-
-

What research do you need to do?

-
-
-
-

IMPORTANT DATES

Set goals and a timeline for each step of the project

Date

Details

Due Date

ASSESS PROGRESS

Take time along the way to assess how the project is going:

	Yes	No
• Are you "on schedule"?	☐	☐
• Are you meeting the guidelines?	☐	☐
• Is this your best work?	☐	☐

IF YOU'RE ON TRACK - KEEP IT UP !

IF YOU'RE NOT ON TRACK -

ADJUST YOUR PLAN OR SEEK HELP!