PROJECT PLANNER

Big projects feel impossible as one huge job. Broken into small steps with their own deadlines, they get done.

Name: _____

Date: _____

1 The project

Project name:

_____

Final due date: _____ Days left: _____

2 What does "finished" look like?

What must I hand in? How will it be marked? (Check the brief!)

_____

_____

_____

3 Break it into steps, then count back

Start from the due date and give each step its own mini-deadline. Leave a spare day at the end for checking and surprises.

#	STEP	DO BY	DONE
1			☐
2			☐
3			☐
4			☐
5			☐
6			☐
7			☐

4 What I need

Materials, books, websites, printing...

_____

_____

_____

5 Who can help?

Teacher, parent, friend, librarian...

_____

_____

_____

6 Check-in dates

When will I stop and ask "am I on track?"

_____

_____

_____

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