

Project Planning Form

Use this form to help you set goals and break the big task of completing a project into several smaller pieces. A time frame to complete a detailed project may look like the following: complete steps 1 & 2 during the first week, step 3 during the second week, steps 4 & 5 during week three, and steps 6 & 7 during week 4.

Date to
complete step

Project steps

_____	1. Decide on a project that fits the month's theme and how you want it to "look" when it is finished. _____ _____ _____ _____
_____	2. Find resources to gather the information you will need and list the resources you will use (resources may include books, articles, webpages, people to interview, etc.). _____ _____ _____ _____
_____	3. Study the resources you have gathered, taking notes of information that will be important for your project.
_____	4. List and then gather the materials needed to create the product you plan to present. _____ _____ _____ _____
_____	5. Assemble, write, draw, and/or create the project as you want to present it.
_____	6. Practice your presentation with your family.
_____	7. Sign up at school on the "Presentation List" to share your project with the class.