

# Project Planning

## **Stage 1: IDENTIFY your project**

*Before beginning, you must...*



### ◆ *Generate Ideas*

**WHIP**-members of the group sit in a circle and each person shares one idea in turn

**BRAINSTORMING**- members of a group get together and write down all ideas... none are excluded

**SWAP SHOP** – When trying to decide on a project, group members share stories with each other, successful past projects

**RESEARCH** – group members look back over records left by previous students who completed similar projects, use library resources to come up with project ideas, ask advisors for input, etc.

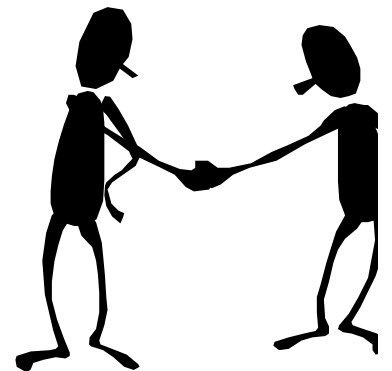
**SNOWSTORM** – group members write down their ideas on a piece of paper and throw paper; ideas are picked up and shared

### ◆ *Decide on one option*

**CONSENSUS** – all members of group agree on one suggested project

**VOTING** – group members each support their preferred project; the choice with the most votes is the project on which the group will work

**COMPROMISE** – group members discuss possible project options and come to a decision with includes components from two or more ideas



## Stage 2: ORGANIZE your project

*Now that you have chosen a project, you must plan how you will complete it. Ask yourself the following questions as you how you will achieve your goal:*

### **What materials do I need?**

Sit down and figure out what resources you will need before you begin work on your project. This will save time and prevent problems as you work.

### **What tasks must be accomplished? Who will be responsible for them?**

Determine what you must do to ensure project completion before you begin working. Make sure you decide who will be in charge of each part of the project. That way, you can be sure each necessary task will be completed.

### **What are some possible obstacles I could encounter?**

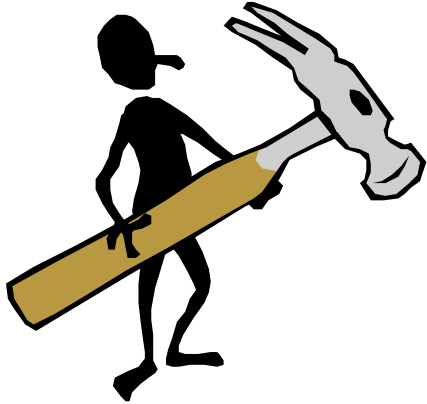
This will help you troubleshoot and will allow you to anticipate problems before they occur. You will be able to deal with things that go wrong much more easily if you plan for them ahead of time.

### **How much time do I have?**

Develop a timeline so you can keep track of your progress. Figure out how much time each task will take and determine when each task should be completed and in what order. This will help you monitor your work on the project.



## Stage 3: CARRY OUT your project



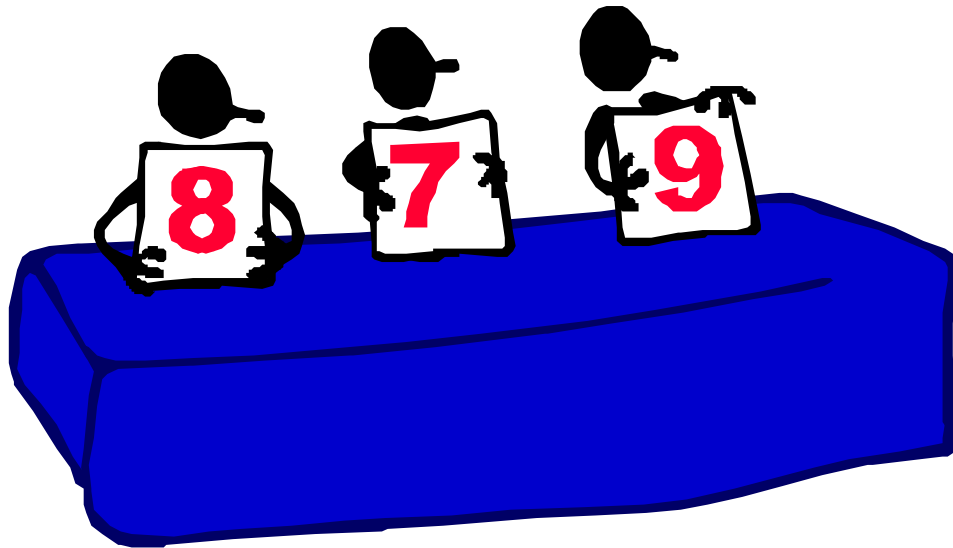
*Now that you have organized how you will complete your project, it's time to go for it!*

While working on your project remember...

- **Keep open communication with all group members**
- **Stay flexible**
- **Monitor progress**
- **Accommodate new ideas**
- **Report back to group to get help with problems**



## Stage 4: EVALUATE your project



*Evaluation is one of the most important parts of completing a project. After you have finished your project, ask yourself questions such as:*

- ✓ Did I accomplish my goal?
- ✓ What problems did I encounter? How did I deal with them?
- ✓ What did I do well to ensure project completion?
- ✓ What could I do better next time?
- ✓ How do you think the project went? What would you have done differently?
- ✓ What did you learn from this project?