

# PROJECT PLANNING



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.



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# PLANNING

What resources do you need?

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What research do you need to do?

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## IMPORTANT DATES

Set goals and a timeline for each step of the project

The form consists of seven calendar icons arranged in two rows. The top row contains four icons. The first icon is divided into two sections: the top section is labeled 'Date' and the bottom section is labeled 'Details'. The other three icons in the top row are blank. The bottom row contains three icons. The rightmost icon in the bottom row is divided into two sections: the top section is labeled 'Due Date' and the bottom section is blank. The other two icons in the bottom row are blank.

## ASSESS PROGRESS

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

- |                                   | Yes                      | No                       |
|-----------------------------------|--------------------------|--------------------------|
| • Are you “on schedule”?          | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are you meeting the guidelines? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Is this your best work?         | <input type="checkbox"/> | <input type="checkbox"/> |

IF YOU'RE ON TRACK - KEEP IT UP!

IF YOU'RE NOT ON TRACK -

ADJUST YOUR PLAN OR SEEK HELP!