

## **Project Planning Tools**

*(Excerpts reprinted from American Educator, Summer 2000)*

- If projects are to succeed, they must be limited in scope and time.
- In designing activities and projects teachers must ask:
  - What do I want to accomplish by this?
  - Is an activity the most effective and time-efficient way to achieve results?
  - What evidence will stand to prove that the desired end result has been achieved?
  - How is this project intended to advance what most or all students should know or be able to do?
- Teachers must take into account the following:
  - Selection
  - Arrangement
  - Presentation
  - Practice
  - Review

## **A Project Template**

*(Technology & Learning May 2000)*

- Begin with student-driven idea(s) that identify a real need.
- Complete planning template that outlines specific elements
  - Project overview need
  - List of participants
  - Duration/timeline
  - Collaborative goals
  - Activities list (linked to standards)
- Meet with individual partners to present the plan and procure support
- Set up organizational meeting with all stakeholders
  - Identify project stands and focus
  - Selecting target standards
  - Develop school-specific lesson plans
- Plan project kick-off
- Follow through with formative assessment
- Host culminating activities