

GETTING STARTED: Creating an OUR PRIDE Video Project Plan

Creating a detailed Video Project Plan provides the guidelines you need to ensure that you have the time and resources you need to complete your project. The Project Plan should include:

A. Resources Needed: What resources are required to complete your project?

Examples:

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| People Resources | Make a list of everyone who will be involved in the project, including administrators, tech support, mentors, community members, parents, etc. |
| Technology Resources | Decide what technologies you will use (e.g. phones, cameras, computers, microphones, video editing software, web hosting, social media). |
| Other Resources | List any other resources you might require (e.g. transportation to locations, permission to use images or music). |

B. Risk Analysis: What might possibly go wrong? If so, how will you handle the situation?

Examples:

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| Computer or Internet connection stops working. | We can use computers at the media center or city library. We will keep back-up copies of all our work. |
| Team member drops out, gets ill, or moves away. | We will assign a minimum of two people for each job. |
| Unexpected weather conditions (e.g., snow storm, hurricane, flood) as well as possible scheduling conflicts (e.g. testing times, vacations). | We will budget additional time to complete each task, to allow for unanticipated issues. We will work on the most important parts of our project first. |

C. Evaluation and Assessment: How will the success of your project be evaluated?

Examples

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| Self-Assessment | How will students assess their own projects? What will make them feel that they did a good job and accomplished their goal? |
| Teacher Evaluation | How will you evaluate the projects (e.g. oral presentation, written reports, group feedback)? |
| Community Feedback | How will others assess your project (e.g. social media comments, news coverage, peer review feedback)? |