



GETTING STARTED: Project Planning Overview

Project Scope: Define and describe your project.

- What are you trying to accomplish?
- What is the story you are telling?
- How will you share it (e.g., making live presentations, social media)?

Time Management: Determine how many weeks will be spent on your project.

- When does the project start and when is it over?
- What are the important milestones?
- Estimate how much time you will spend each day working on your project.
- How will you log and track your activities?

Resources Needed: Determine what you need to complete your project.

- People (e.g., administrators, tech support, mentors, parents, community members).
- Technology (e.g., computers, video cameras, tripods, iPods, Internet access).
- Other (e.g., transportation to locations, permission to use images or music).

Risk Analysis: What could possibly go wrong and if it does, how will you handle it?

Evaluation: What is the significance of evaluation?

- **Self Evaluation:** How will you evaluate your own project (teacher and students)?
- **Peer Review:** Are you familiar with the Peer Review process?
- **Teacher Evaluation:** How will the teacher evaluate your project?

Time Management: Estimate amount time that will be allocated to each of these elements.

Phase and Tasks (Estimate time needed)	Entire Project	Weekly	Daily
Planning and preparing (e.g., notifying parents and community, organizing your team, deciding on the topic)			
Doing original research and collecting content assets (e.g., writing, images, videos, interviews)			
Telling the story (e.g., web, video, blog, narrative)			
Verifying information and properly citing the sources			
Evaluation and assessment			
Outreach and sharing			
Other (e.g., grant writing, future projects)			