

## What's included?

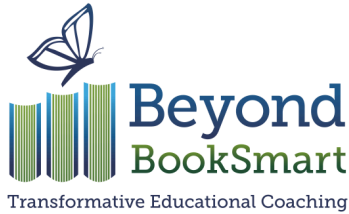
- First, you'll find a detailed sample demonstrating how to effectively use this template.
- Then, you'll find a blank template that can help your child plan and complete a **lengthy, multistep project**.

## Parent tip

- At first, your child may need substantial help to complete a planner like this. Over time, and with a lot of practice, he/she may be able to complete this independently (perhaps with a quick check-in with the teacher or you to make sure it's a workable plan).

## Benefits

- Helps build **time management** skills through tracking time spent on each element
- Sequencing the steps helps build **organizational** skills
- Built-in checks along the way to encourage your child to **reflect on progress**, and **make adjustments** in case the plan is not moving along smoothly
- Provides a structure to **plan for problems or questions** that may arise
- Finally, when the project's over, there's a great opportunity to **self-assess**, and learn how to better manage the next project
- Using this planner is a great way to build many of these all-important skills of self-management, or *executive functions*



## Project Planner *Sample*

**DUE DATE:** Feb 5, 2014

**Subject:** History

**What will the finished project look like?** (i.e., a 3 page double spaced paper with a bibliography, a 2'x3' poster with 3 photos and 5 paragraphs):

This will be a standup tri-fold poster with at least 4 pictures (hand drawn or credited images from internet) and 4 reasons why the 13 colonies should break away from England. The back will have a paragraph explaining how and why my reasons and my pictures will convince colonists. I need to present this in front of the class in 2 minutes the day it's due.

**Steps to completion, in order** (plan for materials, research, editing, glue/paint drying)

Description	Time Needed (estimate)	Time Spent (actual)	When I'll do it	It's Done!
Find 4 best reasons in notes, handouts, textbook. List them on an index card. Staple the card to the outside of my Project Folder.	10 min	30 min	Thurs, Jan 30	✓
Ask mom or dad to buy the poster board. Check to see if I have glue sticks and markers that are fresh and good to go.	5 min	10 min	Thurs, Jan 30	✓
Search for 3 images in google. Print them and place them in project folder, along with their URLs.	20 min	45 min	Fri, Jan 31	✓
<b><i>Quick check: Am I on track? Have I been keeping to my plan? If not, how do I need to adjust my timeline?</i></b>				Doing OK!
Make a thumbnail sketch of my poster design to plan where each reason, picture, and other decoration should go.	15 min	15 min	Sat, Feb 1	✓
Mark in PENCIL on the poster exactly				

where the letters, words and images will go	10 min	30 min	Sat, Feb 1	✓
Use markers to go over penciled-in areas on poster. Cut out and glue pictures with their URL's under each.	15 min	30 min	Sun, Feb 2	✓
Do a rough draft of my paragraph, using bullet points.	25 min	20 min	Sun, Feb 2	✓
<b>Quick check: Am I on track? Have I been keeping to my plan? If not, how do I need to adjust my timeline?</b>				Doing OK!
Finish my final draft of paragraph, print, and glue to back of poster	30 min	35 min	Mon, Feb 3	✓
Practice my 2 minute explanation in front of Dad until I feel confident	15 min	10 min	Tues, Feb 4	✓
Look over poster: erase pencil marks, make sure picture edges are glued down firmly.	10 min	3 min	Tues, Feb 4	✓
<b>Final Check:</b> Does it look like the description at the top of the form? Have I checked the grading rubric? Have I completed every component? What's my plan for taking it to school? (if it's a large project)				✓

**Questions or extra help I might need:**

What's my question or problem?	Who will I ask?	When will I ask?	Is this part Done?
Not sure if my paragraph is what the teacher is looking for. I need to show him my rough draft to find out.	Mr. Reed	Monday morning before school	Yes!

I need help editing my final paragraph.	Mom	Tuesday afternoon	Yes!
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**Notes to Self/Reflection** (after project is done):

Total Time Estimated: 2 hours and 35 minutes

Total Time Spent: 3 hours and 48 minutes

What went well? Why?

I got everything done pretty much when I planned to, so I didn't feel nervous or upset about the project.

What didn't go as well? Why?

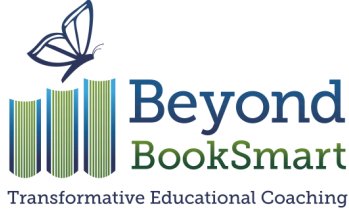
A lot of stuff took longer than I thought. Finding images was tough because I got distracted and searched for unrelated pictures.

What will I do the same next time?

Plan it out and share the plan with my parents. It helped to put this on the fridge where everyone could see it.

What will I do differently next time?

Plan in more time to do stuff.



# Project Planner

**DUE DATE:** \_\_\_\_\_

**Subject:** \_\_\_\_\_

**What will the finished project look like?** (i.e., a 3 page double spaced paper with a bibliography, a 2'x3' poster with 3 photos and 5 paragraphs):

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**Steps to completion, in order** (plan for materials, research, editing, glue/paint drying)

Description	Time Needed (estimate)	Time Spent (actual)	When I'll do it	It's Done!
<b>Quick check: Am I on track? Have I been keeping to my plan? If not, how do I need to adjust my timeline?</b>				

<b>Quick check: Am I on track? Have I been keeping to my plan? If not, how do I need to adjust my timeline?</b>				
<b>Final Check:</b> <i>Does it look like the description at the top of the form?</i> <i>Have I checked the grading rubric?</i> <i>Have I completed every component?</i> <i>What's my plan for taking it to school?</i> <i>(if it's a large project)</i>				

**Questions or extra help I might need:**

<b>What's my question or problem?</b>	<b>Who will I ask?</b>	<b>When will I ask?</b>	<b>Is this part Done?</b>


**Notes to Self/Reflection** (after project is done):

Total Time Estimated: \_\_\_\_\_

Total Time Spent: \_\_\_\_\_

What went well? Why?

What didn't go as well? Why?

What will I do the same next time?

What will I do differently next time?