

Project Plan

Project Name: _____

Your Name: _____

Date: _____

Pre-planning/Brainstorming Phase

Use this space to jot down any thoughts you have about this project before you start. Include notes from brainstorming sessions or ideas you have about the project. What do you think you will learn from doing this project?

Planning Phase

How are you going to accomplish this project? Use numbered steps (1, 2, 3) to write down what you will do for this project. As you finish each step, place a check mark next to the number. Add any additional steps you take while working on this project. Use another sheet of paper if necessary.

Evaluation Phase

Write a short paragraph about what you learned from this project. Be sure to include how using a project plan helped you complete the project.