School Project Planner for Students

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Plan a school project, break it into steps and check it is ready before you hand it in

Name _____ Class _____

My project

Project title _____

Subject _____ Due date _____

This is: ☐ an individual project ☐ a group project

Group members (if any) _____

Teacher's requirements

Copy them from the task sheet or notes

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

My project goals

1. _____
2. _____
3. _____

Materials I need

- ☐ _____ ☐ _____
- ☐ _____ ☐ _____
- ☐ _____ ☐ _____
- ☐ _____ ☐ _____

Research questions

What I want to find out	Where I could look	Found it
		☐
		☐
		☐
		☐

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Project Steps & Milestones Tracker

Project _____

Project steps and milestones

Change, add or skip steps to suit your project. Give each one a target date, colour Started and Halfway as you go, and tick Done when a step is finished.

Step	What to do	Who	Target date	Started	Halfway	Done
Understand the task				○	○	☐
Research and notes				○	○	☐
Plan the project				○	○	☐
Make or write a first draft				○	○	☐
Get feedback				○	○	☐
Improve and finish				○	○	☐
Check and hand in				○	○	☐

Obstacles and what to try

Problem or obstacle	What I or we will try	Who can help

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Project Completion Checklist

Project _____

Before I hand it in

Tick each check when it is done. Skip any that do not apply to your project, and add your own on the blank lines.

Research

- [ ] I answered my research questions
- [ ] I used more than one source
- [ ] I put facts into my own words
- [ ] _____
- [ ] _____

Content

- [ ] Every part of the task is covered
- [ ] My main ideas are clear and in order
- [ ] I checked spelling and facts
- [ ] _____
- [ ] _____

Presentation

- [ ] Headings, labels and pictures are clear
- [ ] It is neat and easy to read or follow
- [ ] I practised if I am presenting it
- [ ] _____
- [ ] _____

References

- [ ] I listed the books and websites I used
- [ ] I noted sources for pictures and quotes
- [ ] I asked before using anyone else's work
- [ ] _____

Teacher requirements

- [ ] I re-read the task sheet
- [ ] The length or size is as asked
- [ ] All my listed requirements are ticked
- [ ] _____
- [ ] _____

Ready to hand in

- [ ] My name (and group names) is on it
- [ ] It is saved, printed or packed
- [ ] I know when and how to hand it in
- [ ] _____
- [ ] _____

Looking back

What went well

_____

_____

_____

What I would do differently next time

_____

_____

_____

The most useful thing I learned

_____

_____

_____

Group projects: how we worked together

_____

_____

_____