



PLANNING A LONG-TERM PROJECT

After watching the video Planning a Long-Term Project, you learned from Will and Ali that planning ahead is the key to success. That applies to projects you do now, as well as later in high school and college (and even beyond). Need some help? Review this checklist and use it to develop a plan for completing projects on time and with confidence—a job well done!

NAME: _____

DATE: _____

LONG-TERM PROJECT PLANNING CHECKLIST		TARGET DATE FOR COMPLETION
STEP 1	Title of project: Date due:	
STEP 2	I have read the rubric or requirements for the project.	
STEP 3	Here is the topic, issue, problem, or experiment I am planning to research and present: (List here)	
STEP 4	I have developed ideas or guiding questions to help my research and planning: (List here) 1. 2. 3. 4.	
STEP 5	I plan to use the following sources of information: (List types of resources, books, interviews, experts, internet sources, surveys, etc.) 1. 2. 3. 4.	



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STEP 6	I have a plan for taking notes and organizing information: (Describe it here)	
STEP 7	I plan to compile the information and produce these products: (Check the rubric and then list them here. Example: written report, video, spoken presentation, experiment, etc.) 1. 2. 3. 4.	
STEP 8	I plan to add the following creative ideas to make this more interesting: 1. 2. 3.	
STEP 9	After checking the requirements again, I have completed all parts of the project, checked for accuracy and neatness, and rehearsed my presentation.	
STEP 10	I made the following changes after I rehearsed. 1. 2.	
I FEEL CONFIDENT AND READY TO REPORT! Write the date here→		

OWN IT!

I see how planning ahead can help me in the following ways: