

Project Planning Guide

Use this guide when assigned a long term project or paper that has multiple steps.

Project Name: _____ Due Date: _____

What do you need to answer?

Thesis/Questions: _____

What criteria are required (e.g., number of pages, types of sources, style, font, etc.)?

Guidelines: _____

What steps are needed to complete the project?

#	Steps	Set Deadline

Don't forget to enter your dates in your planner.

What tools are needed?

Materials:	
Information:	
Resources:	