

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:	