

Project Planning Checklist

Use these questions to guide your work on the project.

- **What do I know now?**
 - ☐ I ask myself questions to help me think about what I know.
 - ☐ I organize my current knowledge.
 - ☐ I make predictions about what I think I am going to learn.
- **What are my options?**
 - ☐ I identify possibilities.
 - ☐ I explore options.
 - ☐ I make choices.
 - ☐ I create opportunities.
- **What do I need to find out?**
 - ☐ I plan my research strategy.
 - ☐ I collect the necessary information to make an informed decision.
- **What choice will I make and how will I implement it? What goal-setting strategies can I use now and in the future?**
 - ☐ I synthesize the information into my own thoughts.
 - ☐ I communicate the information, focusing on my audience and purpose.
 - ☐ I formulate a plan of action to pursue my chosen option.
 - ☐ I modify my plan if new information arises that warrants a change.
- **Now what?**
 - ☐ I evaluate the results of my actions.
 - ☐ I use my learning to establish new actions or goals.