

Plan Your Project

Project Name and description:

How to use this planner:

1. Record your due date.
2. List all of the steps to your project in order.
3. Work backwards to set target dates for each step to your project.
4. Don't forget to include practice time if a presentation is involved, and group meeting dates, if this is a group project.

Due Date:

Done	Steps to complete your project	Target Date

Notes: