



Open Education Leadership Program

Project Planning Worksheet

This worksheet is intended to help professionals plan a project by building upon the work other professionals have completed at their institutions. Examples of projects include informational workshops, Open Education Week events, posters and presentations, and even large-scale projects, like grant programs.

Tip: This worksheet is meant to help project coordinators identify key resources for their project based on the success stories of others. Because of this, it may not be applicable for projects that are wholly original or have no peers.

Your Name:

Your Project Title:

Your Project Description:

Part I: Gathering Information

Before you begin planning the specifics of your project, consider how other institutions have approached this type of project. Complete the table below or fill out an external spreadsheet with information about how other institutions have completed projects like your own. You can find this information by searching your favorite search engine or on databases like [Connect OER](#).

Look for patterns in how each of these institutions' projects are structured, as well as deviations from the pattern. **Do not** judge the projects at this stage: only compile information about what has been done before.

Tip: Depending on the breadth of information you are collecting, you may want to complete this section on a separate spreadsheet.

Institution Name/ Project Title	Data	Data	Data	Data	Data

Part II: Identifying Exemplars

Once you have found examples of work being done similar to your intended project, you will want to identify which projects you consider exemplary, or closest to your initial vision for your project. This will help focus your own ideas and explore what other projects have been completed adjacent to these ones.

Exemplar #1:

Why it stands out:

How it meets the needs of my institution:

Additional projects this institution has completed:

Exemplar #2:

Why it stands out:

How it meets the needs of my institution:

Additional projects this institution has completed:

Exemplar #3:

Why it stands out:

How it meets the needs of my institution:

Additional projects this institution has completed:

Part III: Assessing Your Institution

During Parts I & II, you will have noticed some trends among the work being done by other institutions, as well as some outstanding examples. For Part III, you will need to evaluate your institution's capabilities compared to those you have been evaluating to determine how many aspects of these projects you would be able to complete with the resources available at your own institution.

Tip: Consider various factors, such as: technology available at your institution, funding available for the project, collaborators willing to work on the project, time investment, and your ability to complete the project if any of these factors are inhibiting.

Exemplar #1:

What we can do:

What we can't do:

How we could overcome these obstacles:

Is it possible?:

Exemplar #2:

What we can do:

What we can't do:

How we could overcome these obstacles:

Is it possible?:

Exemplar #3:

What we can do:

What we can't do:

How we could overcome these obstacles:

Is it possible?:

Part IV: Reflection

Now that you have had a chance to examine the work being done at other institutions, reflect on how these exemplars will inform your own project.

1. What aspects of existing projects that you have examined in this worksheet do you intend to use for the development of your own project?
2. What issues do you anticipate occurring with the development of this project, and how do you hope to mitigate these complications?
3. Have you identified any additional projects or activities that you would like to implement, thanks to this worksheet?
4. How (if at all) did this exercise affect your original plan for your project?



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