

Student Project Plan

Planning Phase

Team Name _____

Project Name _____

Each deliverable will have its own planning documents. What deliverable are you planning with this document? (Use additional copies of this document for each of your deliverables.)

Deliverable: _____

STEP ONE: PLANNING YOUR SUCCESS MEASURES

What are your success measures for this deliverable?

SUCCESS MEASURES

STEP TWO: DEVELOPING A SEQUENCE AND SCHEDULE

- What are your milestones for this deliverable? List them on the back of this sheet or on 3x5 cards.
- Using a separate sheet of paper (or sticky notes or 3x5 cards), write the name of each Milestone and list the Activities you will need to complete to meet that Milestone.
- Look at each Activity you listed, and add the list of Tasks you will need to accomplish to complete the Activity.
- Sequence your work by laying out your Milestones, Activities and Tasks in the order they need to happen. This could be on a piece of graph paper, or taping your 3x5 cards along a wall, or putting sticky notes on a table.
- Assign time to your sequence. Which Milestones, Activities and Tasks can happen at the same time? Which ones will depend on some other step being complete? How long will each step take? If you have more people, might you be able to do it more quickly?
- Map out your schedule for this Deliverable using paper or software.

After you have finished considering your Deliverable list your second Deliverable, and use the same process of naming your Milestones, then Activities, and then Tasks for the Deliverable (or combine your work with another team that has created a sequence and schedule for that deliverable).

Be sure to add your outside work to this **Student Project Plan**, if you are using this as part of your portfolio of work for the project.

STEP THREE: IDENTIFYING RESOURCES AND ACQUISITION PROCESS

RESOURCE NEEDED (LIST EACH SEPARATELY)	HOW YOU WILL ACQUIRE IT

STEP FOUR: PLANNING FOR RISK

What are the risks to your project and how will you manage them? Using the indicated letters, assess the level of risk, the area of risk, and the type of risk for each deliverable.

Risk level • L = Low • M = Medium • H = High	Area of Impact • R = Resources • T = Timing • S = Scope • Q = Quality	Type of Risk • L = What you learn • Q = The end product quality • P = The project processes
---	---	--

WHAT MIGHT GO WRONG?	RISK LEVEL	AREA OF IMPACT	TYPE OF RISK	HOW TO PREVENT IT OR FIX IT