

PROJECT CHECK-IN



OBJECTIVES

By completing this activity, students will:

- + review project progress and feedback
- + develop an outline of activities or tasks required to complete the project
- + generate a list of resources required to complete the project

ACTIVITY DESCRIPTION

- ☐ In this activity, students will perform a project check-in, where they will update fellow team members about their design progress so far and outline a plan for an upcoming design sprint based on feedback received. Optionally, give students or groups a Project Check-In handout to guide them during this activity.
- ☐ Divide the group into project teams. Optionally, redistribute to students their completed Project Planning, Project Feedback, and Unfocus Group handouts.
- ☐ Give teams time to reflect back on original project goals and acquired feedback. Invite students to outline next steps and plans for project refinement for an upcoming design sprint.

RESOURCES

- ☐ Project Check-In handout

REFLECTION PROMPTS

- + What has been your favorite part of the process so far?
- + What parts of your project still need to be worked on?
- + What parts of your project will you be working on next?
- + What might you need help with in order to make progress?

REVIEWING STUDENT WORK

- + Are teams making reasonable progress and plans?
- + Are group members working cooperatively and collaboratively while discussing and sharing project responsibilities?

NOTES

- + The Project Check-In is a short planning activity. We recommend using it as a warm-up activity at the beginning of each Design Sprint session.

NOTES TO SELF

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

PROJECT CHECK-IN

CHECK-IN BY: _____

Discuss your design progress with your team and outline a plan for next steps based on feedback.

PROJECT PROGRESS

What has been your favorite part of the process so far?

What parts of your project still need to be worked on?

NEXT STEPS

What parts of your project will each group member be working on next?

What might you need help with in order to make progress?