



Project Action Planning Form for Teachers and Students

Title of Project: _____ Teacher: _____

Name(s): _____ Date: _____

Briefly describe your special project and why it is important:

1. Project Goals and Objectives

Describe the expected results of your project. What goals do you hope to accomplish by doing this special project?

What do you hope to learn by completing your project?

2. Research and Background Information

Identify any obstacles you may encounter when conducting your special project and describe possible solutions.

Has your project been done before? If so, how was it done and what worked best?

Make a list of information and/or data you need to gather in order to complete your special project. Identify possible sources of information relevant to your project and where you might find them.

Identify any community, state, or national organizations that might provide you with information, materials, or services.

Identify other people such as teachers, administrators, parents, or community members who might help you with your special project. Describe how they can help.

3. Planning

On a separate sheet of paper, create a workable project outline.

- Begin by listing all of the tasks you will need to accomplish in order to finish your project.
- For each task, assign responsibility to someone.

- Assign a date by which that task will need to be completed. This will help you finish your project on time.

Make a list of all the materials and resources you will need to complete your project. Use the project outline to identify materials and resources you will need to complete each task.

Determine the costs (if any) of doing your special project. Make a list of ways you can minimize your costs.

4. Other Considerations

What special equipment or arrangements will you need in order to complete your project (transportation, use of computers or telephone, special field equipment, etc.)? How will you obtain them?

When will you work on your special project?

If your project will be submitted for a grade, have you met all of the established criteria?

5. Project Completion

How and where will you present the results of your project to others? Will your presentation require space (for example, for a display or booth) or equipment?

How will you decide if your project has been successful?

Will your special project require long-term follow-up? If so, who will continue your project after you are finished? What long-term maintenance costs are associated with your project?

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