



# PROJECT PLANNING

## Guide

**Project Description:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of Participants: \_\_\_\_\_

Project Timeframe: \_\_\_\_\_

### Goals

Content: \_\_\_\_\_

Language learning: \_\_\_\_\_

Youth development: \_\_\_\_\_

Other: \_\_\_\_\_

### Materials, Supports

Materials, supplies: \_\_\_\_\_  
\_\_\_\_\_

Technology: \_\_\_\_\_  
\_\_\_\_\_

Specialized skills, knowledge, partners: \_\_\_\_\_  
\_\_\_\_\_

Project Planning Guide *(continued)*

Activities, Steps, Tasks	Due Date	Date Completed
1) _____ _____		
2) _____ _____		
3) _____ _____		
4) _____ _____		
5) _____ _____		
6) _____ _____		

**Culminating Project, Final Deliverables, or Event Showcase**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Project Planning Guide *(continued)*

### Assessment

#### How will outcomes be assessed?

- ☐ Observation of working processes
- ☐ Observation of final product, demonstration, or performance
- ☐ Evaluation of final product against criteria (e.g., a rubric supplied to students)
- ☐ Evaluation by others
- ☐ Written evaluation by teachers
- ☐ Self-evaluation
- ☐ Peer evaluation
- ☐ Other

### Planning Checklist

#### Does the topic:

- ☐ Build on what children already know?
- ☐ Offer real-world learning opportunities?
- ☐ Encourage hands-on learning experiences?
- ☐ Encourage use of language to address problems, perform tasks, share with others, and express ideas?
- ☐ Reach a range of ages, learning styles, or levels?
- ☐ Seem sustainable over the time period?
- ☐ Foster independent learning and teamwork?

#### Does the culminating project...

- ☐ Demonstrate content learning?
- ☐ Demonstrate language development?
- ☐ Demonstrate achievement?
- ☐ Permit meaningful contributions from all levels?
- ☐ Offer opportunities for progress markers or interim products?
- ☐ Offer opportunity for pride in work well done?

# Project Planning Guide *(continued)*

## Post-Project Review

Would you repeat the project?	Y	N	With changes
Did it meet the goals and objectives for content?	Y	N	Somewhat
Did it meet the goals and objectives for language learning?	Y	N	Somewhat

## Participant/student response

### Students...

- ☐ Participated regularly and consistently
- ☐ Took on tasks fully
- ☐ Expressed enthusiasm
- ☐ Added ideas
- ☐ Lost interest quickly
- ☐ Participated erratically or little

Language use and learning	Y	N	Comment
Generated target language and learning			
Generated high level of language practice			
Different than expected			
Uneven language use and learning			

## Overall assessment

- ☐ Very successful
- ☐ Moderately successful
- ☐ Needs complete overhaul

## Revisions and notes