

# Organising & Planning your Project-

(Refer to Step 3- Planning the Project in your Student Guide)

With your area of interaction, topic, inquiry question and specifications in place, you should take time to plan your time management over the period allowed for the Personal Project. Managing time is one of the most crucial elements of the project. **It is essential that you create a timeline of what you plan to do. You will need to decide on the specific tasks or activities you will complete in order to reach certain milestones. Write an outline of your main ideas, guided by a statement of your goal.**

**The purpose of the Outline is to:**

- Define the investigation
- Help in the choice of appropriate sources and material

Answer the following questions in your process journal:

- Where do I find the necessary material?
- Who has information about my topic?
- Do I have to carry out my own experiments?
- Do I need to prepare, circulate and analyse a questionnaire or survey?
- Do I need to go to libraries other than the school library?
- Do I need to visit museums?
- Do I need to interview individuals?
- And many more questions....

**Write a detailed plan for your project.**

**It is very important that you record and reflect on the different activities, any changes to your plans, difficulties you encounter, etc. in your PROCESS JOURNAL.**

**To help you plan, you can organise in terms of these five phases:**

## **THINK**

This is the phase involving the first two steps – you develop your personal project concept through your choice of area of interaction, topic and inquiry question

## **INVESTIGATE**

This is the phase you undertake next – you gather as much information as you can on your topic. (step 4- selecting a wide range of sources)

## **PLAN**

This phase is when you plan your response to the inquiry question – sorting through information and designing your product / outcome. (step 5- applying information)

## CREATE

This is the phase when you actually create your product or out-come for the Personal Project.

## PRESENT

Finally, you present your Personal Project for viewing and as-sessment.

A full timeline is essential for your progress journal. The exact format is your choice, but here is a version that you might want to use...

# MY PLANNING TIMELINE

Month	Week	Focus	Activities
September	1		
	2		
	3		
	4		
October	1		
	2		
	3		
	4		
November	1		
	2		
	3		
	4		
December	1		
	2		
	3		
	4		

January	1		
	2		
	3		
	4		
February	1		
	2		
	3		
	4		
March	1		
	2		
	3		
	4		