

Eastlake High School Senior Project - Project Plan

Name:
 Panel:
 SC/AP/UW Teacher:
 Advisor:

Staff Evaluation

- Acceptable as written
- Plan needs additional detail to clarify;
- Plan is too under-developed to evaluate;
- Plan is not feasible

REVISIONS DUE BY DECEMBER 15, 2008

The goal of the Project Plan is to define the goals of the project, outline the approach, identify people who will help, outline and schedule specific tasks, and develop a budget. It also requires you to plan ahead to minimize risks and obstacles. Type **detailed** responses to each prompt below. Take as much space as you need so that you can be as specific as possible. Leave all headings and italicized instructions in place and enter your responses below each prompt.

1. Project Changes

If your project has changed since submitting your Proposal, explain the changes and the reasons for them here.

2. Project Goals & Outcomes

Now that you know more about your project, you should have a more thorough understanding of your learning goals and intended project outcome(s). Please provide a detailed explanation of what you intend to learn and of how you will demonstrate that learning.

3. Participants

Anyone who helps you or contributes something to your project is a participant on your project team. List names of all participants and provide their physical and email addresses and phone numbers. This is where you must identify your mentor or expert reviewer.

4. Potential Risks/Challenges and Mitigation Strategy

Now that you know more about your project, list the potential risks and challenges you may face, and explain how you plan to overcome them. If yours is a "high risk" project, detail here the steps you have taken to fulfill the requirements for administrator approval.

5. Project Tasks and Time Line

Identify categories (large areas of work), and tasks (specific jobs) that you will have to complete to do your project successfully. Then identify the status of the task (Not Started, In Progress, or Complete). Identify an estimated start date for each task, estimate the number of hours it will take to complete it, and estimate the date by which you will need to complete the task. Total your estimated hours at the end. To add a row, highlight a row, right click, and select "Insert Row Above (or Below)."

Category	Tasks	Status	Estimated Start Date	Estimated Completion Date	Estimated Hours Needed:
TOTAL:					

6. **Project Budget**

Create a budget for your project by researching and estimating costs for materials, services, facilities, transportation, and other costs. Some projects may not require a budget—check with your panel to confirm whether yours does. Please try to keep costs to a minimum.

Expected Purchase	Estimated "Need By" Date	Estimated Cost:
		TOTAL:

Student Signature: _____

Parent Signature: _____

Parent/Panel/Teacher Comments