

PROJECT PLANNING WORKSHEET

Large assignments are easier to manage when you turn one deadline into smaller steps.

Step 1: Understand the Assignment

Before you start, make sure you know what the project requires. Look at the due date, key requirements, and grading rubric (if available). Follow up on questions you need clarified.

Step 2: Break the Project into Smaller Steps

What needs to be done?

Target Date

- 1.
- 2.
- 3.
- 4.
- 5.

Tip: Don't just list the final product. Include steps such as researching, outlining, drafting, practicing, revising, and submitting. Include buffer time for unexpected delays or challenges.

Step 3: Anticipate Challenges

What might make this project harder to complete on time? Competing deadlines, uncertainty about how to begin, underestimating how long a task will take, or needing additional information or support. **What is your biggest potential challenge, and how will you address it?**

Step 4: Get Help Along the Way

You don't have to wait until the project is almost finished to ask for help. Consider who could support you, maybe your instructor, Peer Tutor, the Willis Center for Writing, or UGA Libraries, and identify what you may need help with. **Who or what could support you with this project?**



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