

LONG-TERM PROJECT-PLANNING SHEET

STEP 1: SELECT TOPIC

What are possible topics?	What I like about this choice:	What I don't like:
1.		
2.		
3.		
4.		
5.		

Final Topic Choice:

STEP 2: IDENTIFY NECESSARY MATERIALS

What materials or resources do you need?	Where will you get them?	When will you get them?
1.		
2.		
3.		
4.		
5.		

STEP 3: IDENTIFY TASKS AND DUE DATES

What do you need to do? (List each step in order)	When will you do it?	Check off when done
Step 1:		
Step 2:		
Step 3:		
Step 4:		
Step 5:		
Step 6:		
Step 7:		
Step 8:		
Step 9:		
Step 10:		

REMINDER LIST

Include here any additional tasks or details you need to keep in mind as you work on the project. Cross out or check off each one as it is taken care of.

- 1 _____
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- 2 _____
-
- 3 _____
-
- 4 _____
-
- 5 _____
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6

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7

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8

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9

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10

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