

Project Planning Form

Project title:
Audience:
Project manager:
Team members:
Purpose of the project:
Type of document required:

Specific Assignments	Due Dates
Research:	Research due:
Planning:	Plan and outline due:
Drafting:	First draft due:
Revising:	Reviews due:
Preparing final document:	Revision due:
Presenting oral briefing:	Progress report(s) due:
	Final document due:

Work Schedule

	<i>Date</i>	<i>Place</i>	<i>Time</i>	<i>Note taker</i>
Team meetings:				
#1				
#2				
#3				
etc.				
Mtgs. w/instructor				
#1				
#2				
etc.				

Miscellaneous

How will disputes and grievances be resolved?
How will performances be evaluated?
Other matters (Internet searches, email routing, computer conferences, etc.)?

FIGURE 6.2 Project Planning Form for Managing a Collaborative Project To manage a team project you need to (a) spell out the project goal, (b) break the entire task down into manageable steps, (c) create a climate in which people work well together, and (d) keep each phase of the project under control.