

# Graduation Project Planning Template

**Name** \_\_\_\_\_

**Project Name** \_\_\_\_\_

**Essential Question to be addressed:**

**Advisor for the project:** \_\_\_\_\_

[illegible]


(add rows and columns when needed)

### Steps in the Graduation Project:

- *At all times keep a running journal (this template) of your work and the steps you are taking!!!!*
- Make a step-by-step plan, using this template, to show the process and progress of the project on or before Oct 31st
- Meet with Mr White or Ms Deal on progress, as outlined in the Focus class portfolio
- On or before Nov. 30<sup>th</sup>, present your research findings to Mr. White or Ms. Deal
- Make revisions or add steps as suggested or needed
- Present completed project to Mr. White or Ms. Deal during your assigned time, before Feb. 28<sup>th</sup>
- Make revisions or add steps as suggested or needed
- Make reflections on your project as you add steps during each phase of working on it so you will not have to redo it at the end. You can also keep a journal that has reflections and dated throughout the project!!
- Present to the panel of judges on or before March 31<sup>st</sup>
- Complete your reflections on the total project, the planning, the steps followed, the presenting, the pictures, and videos on the day you present to the panel of judges
- Complete a separate essay on reflections about your presentation to the panel of judges. Due on or before April 15th