**Project planning sheet: [Project title]**

*Amend, revise, adjust, add to, subtract from, reconceive—adapt this document however you see fit. Just include every element of the project and process as you conceive it initially, and include every step or “item” in the “order of attack” in the timeline and work assignment portion of the document*

**Due date:**

**Work product:**

* Research data on advising survey and advisor interviews

**Order of attack:**

1. Step one
2. Agree on elements required
   1. First one
   2. Next one
   3. Etc.
   4. Etc,
3. Step the next.
4. And after that
5. Etc.
6. Etc.
7. Etc.
8. Etc.
9. Until
10. All
11. Steps included
12. They should all be included in the timeline and work assignments (next page)—dated and assigned to team members as you determine

**Additional requirements:**

* At least two virtual meetings. . . .
* Any other one
* Others?

**Timeline and work assignments:**

|  |  |
| --- | --- |
| **Date (Day one)** Getting started | |
| -Attack item 1, e.g.  - Agree on elements required (Attack item 2)  - Assign tasks and roles | -Full team  -Nancy & Bill  -Mark & Marcia |
| **Date for day two** | |
| -Item 1  -Item 2 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Date day three** | |
| -Etc.  -Etc. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Date day four** | |
| -Etc.  -Etc.  -Etc. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Date day five** | |
| -Etc.  -Etc.  -Etc. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Date next day** | |
| -Wrapping up this -Finalizing that | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Date project due** | |
| -One time through of this  -Submission of finished product | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | |