



Backwards Mapping

Long Term Project

Backwards Mapping begins with the end in mind. To use this tool you will identify large course “To-Do’s” and divide them into manageable chunks. The key to Backward Mapping is to identify the end date and work backwards from there. For example, if you are developing a business plan, you might divide the components as such: A. Overview/Summary, B. Budget Justification, C. Target Audiences, D. Data and Assessment, and E. Long Term Projections.

Step 1: Answer the following questions for the fundamentals of the project.

What is the project:	
When is it due:	
What are the requirements:	

Step 2: Ask yourself: How many pieces can I break this assignment into?

PRO TIP: Build in places to ask for help or use resources (example, for a business plan, you may build in time to get feedback from your professor).

Major Project Components

- A.
- B.
- C.
- D.
- E.

Step 3: After identifying your component parts, give them a due date with an estimate of how much time you will need to complete each piece.

PRO TIP: It's better to overestimate your time than underestimate!

Project Due Date:		
	How much time will I need to complete this?	When should I complete this?
(A) Components to Complete:	Time Estimated:	Due Date:
(B) Components to Complete:	Time Estimated:	Due Date:
(C) Components to Complete:	Time Estimated:	Due Date:
(D) Components to Complete:	Time Estimated:	Due Date:
(E) Components to Complete:	Time Estimated:	Due Date:
(F) Components to Complete:	Time Estimated:	Due Date: