Academic Achievement Center - Success Tool

Project Planning

What is it?

The AAC Project Planning Tool structures your thinking about a project from start to finish. It allows you to set and make long and short-term deadlines, divide responsibilities among team members, and break down big goals into all its composite parts.

Why use a project plan?

Using a project plan helps to break a large project into small tasks and keep up with due dates. You may have a lot of steps you need to manage. The project plan puts everything in one place. By writing down all the steps to a project and setting deadlines for yourself/your group, you can build and manage accountability, and document progress.

Using a Project Plan

1. Review project guideline & rubric.
2. Create action items that start with the end in mind.
3. Split tasks among team members & set deadlines.
4. Work through the activities & mark when completed.

Setting up a project plan:

1. Open Excel.
2. Write the column headers on the first row. Columns include:
   - Stream: The section or different areas of the project. This is useful for sorting– e.g. planning, creating, editing.
   - Owner: Who will complete the task.
   - Action: What needs to be completed.
   - Deadline: The date the task or project needs to be completed.
   - Status: Fill this in when the task is started or completed.
   - Notes: Add any reminders you may need.
3. One you have added your headers you can fill in your project plan.

Example: