

Project Planner

Complete this planner to document today's progress and to identify what you plan to accomplish moving forward.

Name: _____

Date: _____

	PROGRESS MADE SINCE LAST REPORT: Describe specific accomplishments and outcomes. Show evidence.	PLANS: Short and longterm goals. What needs to happen tomorrow, next week, next month?	NEXT CLASS: Describe specific strategies and steps.
ACTIONS: What actions did you take? What steps were successful?			
COLLABORATIONS: Who did you work with? What did you accomplish?			
HABITS: What habits of mind did you use and how did you use them?			
PLANS: What part of your plan was achieved? Explain what, where and how.			