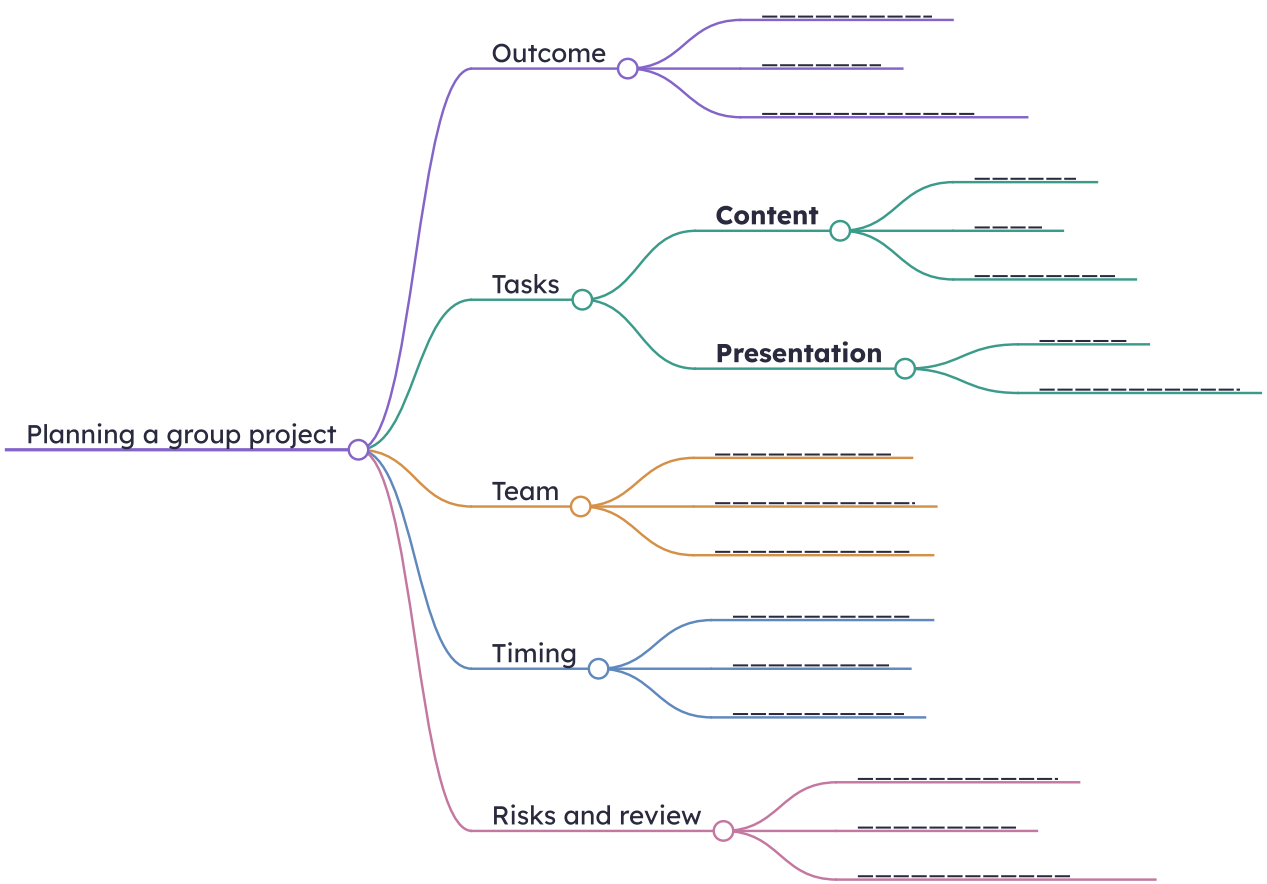
Planning a group project

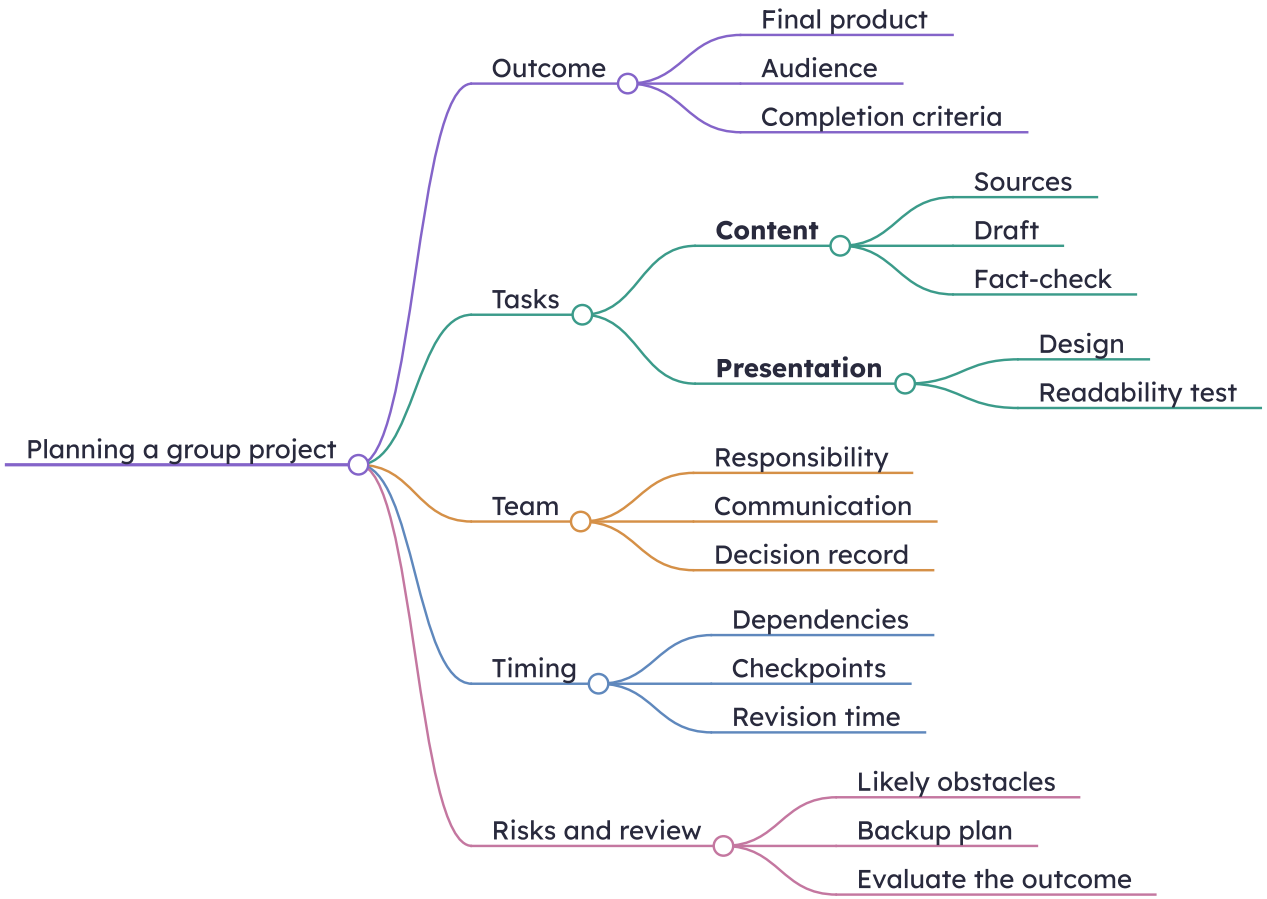
Fill the branches with key terms and explanations from memory. Compare with the answer key on the next page.



Name _____ Date _____

Planning a group project

Agree on an outcome, responsibilities, checkpoints, and a way to handle setbacks.



Read one branch at a time. Then cover the details and explain them in your own words.

Planning a group project · in detail

Every detail from the map in reading order. Follow the indentation to see which ideas belong together.

Outcome

- Final product
- Audience
- Completion criteria

Tasks

- Content
  - Sources
  - Draft
  - Fact-check
- Presentation
  - Design
  - Readability test

Planning a group project · in detail

Every detail from the map in reading order. Follow the indentation to see which ideas belong together.

Team

- Responsibility
- Communication
- Decision record

Timing

- Dependencies
- Checkpoints
- Revision time

Planning a group project · in detail

Every detail from the map in reading order. Follow the indentation to see which ideas belong together.

Risks and review

- Likely obstacles
- Backup plan
- Evaluate the outcome