

Review: Planning

Name _____

Date _____



Complete each item below.

1. What is the purpose of planning?

The purpose of planning is to map out everything you need to do to create or do something new.

2. Write the formula for creating an effective goal statement.

Idea + Opportunity = Goal

3. What are objectives? What six questions do they answer?

Objectives tell what you intend to do in order to achieve your goal. They answer the 5 W's and H of the situation: Who? What? Where? When? Why? How?

4. What other four parts of a project must you plan? (Hint: They all start with "T.")

Tasks, Time, Team, and Tools

5. How can you use your planning sheet during other steps in the inquiry process?

Organizing: The sheet reminds you who is involved, what needs to get done, and by when. Gathering: The sheet reminds you of the information, tools, and materials you must gather. Developing: The sheet reminds you of the tasks you must do to complete your work. Evaluation: The sheet reminds you of your goal and objectives so you can decide if you've met them.

Reflect: How will you plan for your next school assignment?

(Answers will vary.)