

Review: Planning

Name _____ Date _____

Your Turn Answer the following questions to review your understanding of planning.

1. You may use SMART guidelines to set and clarify your goal. What do the letters in SMART stand for?

S _____ M _____ A _____ R _____ T _____

2. How might you change the following negative situations into positive goals?

My motorcycle won't run: _____

I don't get chemistry: _____

3. Explain how to schedule a project's tasks in the following situations.

You have a deadline: _____

The project is open-ended: _____

4. Which two ways of assigning project roles would be poor choices?

a. Draw roles from a hat.

c. Let group members choose.

b. Have a group leader assign roles.

d. Assign roles alphabetically.

5. In your own words, describe the four types of project tools.

Equipment: _____

Information: _____

Materials: _____

Resources: _____

6. How can a planning sheet help you during each of the following steps in a project?

Organizing: _____

Gathering: _____

Developing: _____

Evaluating: _____