**PROJECT MANAGEMENT WORKSHEET**

Staying organized during a large project can be challenging. Use this worksheet to track your progress on each major project. **Contact us at** **HSS.StudentSuccess@unco.edu** **or Call 970-351-3140 with questions, resources, and support.**

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| ***The Details*** | Write down the project type, the topic, and the milestones or due dates.  |
|  | Project Type | Project Topic | Due Date 1 | Due Date 2 | Due Date 3 | Presentation Date |
| Research Paper | The Impacts of Social Distancing on Hollywood/Entertainment Culture | March 29Draft 1 with Intro Complete | April 12Draft 2 for Peer Review | May 5Submit Paper | May 55 minute talk |
| **Group Members** | Name | Member 1 | Member 2 |  |  |  |
| Contact | M1@bears.unco.edu or 970-111-1111 | M2@bears.unco.edu or 970-222-2222 |  |  |  |
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| **1** | Write down the major tasks you need to complete for this project. If you are working in a group, decide who will work on that task. |
| **Identify the Tasks** | **TASKS TO COMPLETE** | **CONTACT NUMBER** | **NOTES** |
| Write the Research Question and Purpose statement | Teams Meeting | Create the outline together over a Teams meeting to check for organization and consistency. |
| Outline the Litertature/Point to Research | Teams Meeting |
| Find Sources and Examples | All |
| Write the Intro and Conclusion | Member 1 |
| Write Section 1(Movie Theaters are Closing) | ME! |
| Write Section 2 (Production is shutting down with future impacts) | Member 2 |
| Create PowerPoint | Member 1 |
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| **2** | Set up check points to stay on track and avoid procrastinating the project tasks. When you have your check-in, mark the status (Complete, In Progress, Stuck, etc) for the task. |
| **Set a Timeline** | **TASK** | **DATE** | **CHECK IN TYPE** | **STATUS** | **NOTES**  |
| Write the Research Question and Purpose statement | 3/24 | Teams Meeting | Complete | Stay connected through email or text when we have problems or feel stuck. During our teams meeting, we will refine and brainstorm. |
| Outline the Litertature/Point to Research | 3/24 | Teams Meeting | IP (**check in again on 3/30**) |
| Find Sources and Examples | 4/3 & 4/8 | Email and Teams |  |
| Write the Intro and Conclusion | 3/27 | Teams |  |
| Write Section 1(Movie Theaters are Closing) | 4/3 & 4/8 | Email and Teams |  |
| Write Section 2 (Production is shutting down with future impacts) | 4/3 & 4/8 | Email and Teams |  |
| Create PowerPoint | 4/28 & 4/30 | Email and Teams |  |
| Practice Presentation | 4/30 | Teams |  |
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