**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**](mailto: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 29  Draft 1 with Intro Complete | | April 12  Draft 2 for Peer Review | | | May 5  Submit Paper | | | May 5  5 minute talk |
| **Group Members** | Name | | Member 1 | | Member 2 | | |  | |  | | | |  | |
| Contact | | [M1@bears.unco.edu](mailto:M1@bears.unco.edu) or 970-111-1111 | | [M2@bears.unco.edu](mailto: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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