**Project Planning Template - Active Learning**

**Project Planning Outline**

Group Name/Number:
Course:
Project Title:
Date:

**1. Project Objective:**

Clearly state the main objective of your project. E.g., "*To design a sustainable water filtration system for rural areas.*"

**2. Project Scope:**

Define the scope of the project, including what will and will not be covered. E.g., "*The project will focus on small-scale, affordable filtration systems suitable for communities of fewer than 1,000 people.*"

**3. Key Milestones:**

|  |  |  |  |
| --- | --- | --- | --- |
| Milestone | Description | Due Date | Responsible Member(s) |
| Research Phase Completion | [Description] | [Date] | [Name(s)] |
| Design Proposal Submission | [Description] | [Date] | [Name(s)] |
| Prototype Development | [Description] | [Date] | [Name(s)] |
| Testing and Evaluation | [Description] | [Date] | [Name(s)] |
| Final Presentation | [Description] | [Date] | [Name(s)] |

**4. Task Assignment:**

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Details | Assigned Member(s) | Deadline |
| Literature Review | [Details] | [Name(s)] | [Date] |
| Material Sourcing | [Details] | [Name(s)] | [Date] |
| Design Drafting | [Details] | [Name(s)] | [Date] |
| Prototype Construction | [Details] | [Name(s)] | [Date] |
| Data Collection | [Details] | [Name(s)] | [Date] |
| Report Writing | [Details] | [Name(s)] | [Date] |

**5. Communication Plan:**

Outline how the group will communicate throughout the project. E.g., "*Weekly meetings every Tuesday at 3 PM via Zoom. Daily updates in the group chat.*"

**6. Risk Management:**

Identify potential risks and how they will be managed. E.g., "*Risk of material delay – have an alternative supplier on standby.*"

**7. Final Deliverables:**

List what the group needs to submit at the end of the project. E.g., "*Final report, presentation slides, prototype, and a reflection paper.*"

**8. Evaluation Criteria:**

Outline how the project will be evaluated. E.g., "*Quality of research, feasibility of the design, effectiveness of the prototype, and clarity of the final presentation.*"