

PROJECT CHECKLIST & TIMELINE

- Listen to a project and website overview in class. **Day 1, 25 minutes**
- Choose a topic. **Day 1, 20 minutes**
- Devise a plan with your teacher. **Day 1, 5-10 minutes**
 - Choose either a multimedia or non-multimedia application.
- Take the pre-assessment for your application. **Day 1, 15 minutes**
- Complete orientation for your application. **Day 2, 5 minutes**
- Choose the tool you're going to use (choose ONE). **Day 2, 15 minutes**
 - **Multimedia Tools**
 - Prezi
 - Emaze
 - PowToons
 - PowerPoint or Google Slides
 - Other: _____
 - **Non-multimedia Tools**
 - Canva (informational flyer)
 - Google Sheet or Microsoft Excel
 - Google Doc or Microsoft Word (report)
 - Microsoft Publisher (brochure, flyer, booklet)
 - Other: _____
- Meet with teacher again to update your plan. **Day 2, 5 minutes**
 - Get a rubric and checklist for your project.
- Create an outline or storyboard of your project. **Day 2, 20 minutes**
- Begin creating your project.
 - **If you finish one task, begin the next. The times are only a suggestion.**