

Name \_\_\_\_\_ Table \_\_\_\_ Teacher \_\_\_\_\_

## Project Planner

### Step 1: Task Definition

What subject are you investigating? \_\_\_\_\_

What are you going to have to do with information you find?    Make a project \_\_\_\_    OR    Write a Paper \_\_\_\_

In your own words, explain your task \_\_\_\_\_

**What do you know** about the subject?

**What do you need to know** about the subject?

### Step 2: Brainstorming Sources & Search Terms

Put a check next to each source you will use	What can I use?
Databases like KYVL or Britannica online	List the specific sources you will use
Books	
Web sites	
People	
Observation	
Other (magazines, pamphlets, brochures)	

#### What do you need to search for?

Make a list of the words you will use to search for the subject. Try to list three or more different combinations of words to search for. Check your spelling!

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### Step 3: Finding Your Sources

Where will you find the sources? List in the box below	What skills will you use to find information in the source. List in the box below
	Who will I ask for help if I need it?

### Step 4: Using your Information

When you find your sources, you should do the following (check things off if you did them):

1. \_\_\_ Write down the title, author, copyright date, URL if needed
2. \_\_\_ Read, view or listen to your source with your **need to know questions** in mind
3. \_\_\_ Write down notes on your topic that you think would be important to share – use a graphic organizer
4. \_\_\_ Put notes in your own words or use quotation marks

### Step 5: Synthesizing your Information

1. Share you information in a:
  - Paper
  - Speech/Presentation
  - Poster
  - Blog
  - Video
  - Other
2. Make an outline
3. Edit and revise your work before completing the final

### Step 6: Evaluation

- How will you know your work is good?
  - \_\_\_ Compare it to your rubric or checklist
  - \_\_\_ Ask your teacher for feedback
- \_\_\_ Check to make sure it looks nice and neat
- \_\_\_ Ask yourself: Am I proud of my work?