



## Computer Literacy 2 Project Planning Assignment

**Due Monday, February 3, 2014**

After choosing a project from the catalog, you must construct a plan describing what tasks you need to do, how you will accomplish them, and how you will allocate your time. This written project plan must be completed, handed in and approved in consultation with the teachers before you begin work on your project. The finished plan (after revisions negotiated with the teachers) will be graded on a 20 point scale, so it is worth approximately 7% of your semester grade. **Each group should hand in one project plan. This is not an individual assignment!**

Begin your paper with a one- or two-word title for your project. Follow with the names and *illinois.edu* e-mail addresses of all the members of your group.

Example:

### Teaching Computers

Joel Beesley ([jbeesley@illinois.edu](mailto:jbeesley@illinois.edu))

John Garvey ([jbgarvey@illinois.edu](mailto:jbgarvey@illinois.edu))

Frances Harris ([francey@illinois.edu](mailto:francey@illinois.edu))

Greg Smith ([gregs@illinois.edu](mailto:gregs@illinois.edu))

In the first paragraph, describe your project, and list what the final products will be at the end of the semester. These could include research papers, web sites, publications, game boards, videos, photographs, robots, PowerPoint presentations or any other “things” you intend to create that are part of the finished project. (The progress reports and final paper you will write to describe *how* you did the project are **not** considered part of the project itself.)

Starting in the second paragraph, write a general description of what you need to do in order to create this project. This should almost always include a research component that requires collecting information for your project and learning what you need to about the software and hardware you will use to produce it, before you begin the detailed project work. You should mention any special software or equipment that you will use while making your project, and give a general outline of the steps you will follow to complete it. Try to organize this in chronological order as much as possible.

Next, describe how these tasks will be divided among the members of your team. How often will you need to meet and work together, and how much can the individual members do working alone? Which members will be responsible for what major aspects of your project? Make sure that each group member has something valuable to do every day. If some of the work has to be done away from school or outside school hours, tell us where you need to meet, how many times and for how long, or whether any of the group members will work alone at home on the project.

Finally, prepare a week-by-week plan for completing the project. You will have about ten weeks to work on the project, so you need to write down ten sets of plans and milestones. (Keep in mind that Agora Days and Spring Break will interrupt your work time this semester.)

For each week, describe the work activities you expect to do during that week, what tangible “products” will result from that work, and what measurable objectives the teachers should use to evaluate your progress and hold you responsible for staying on schedule.

For example, if our group is doing a project to create a version of Monopoly based on Uni High themes, one of the weekly plans might look like this:

### Week 2

**Activities:** Continue learning about *Adobe Illustrator*. Start designing game board and pieces.

**Products:** Practice graphics created using *Adobe Illustrator*. Game board with outlines and text, but color and details not filled in yet.

**Objectives:** Be able to demonstrate basic drawing operations in *Adobe Illustrator* to a teacher. Hand in drawings done for practice, and the beginnings of the final game board.

Don’t forget that much of your time will need to be spent researching the information needed to do your project, learning about software and organizing your materials, as well as actually working on the final product. You must realistically allocate time for these activities, especially in the first few weeks. Make sure you include several days’ time near the end for preparing the live presentation you will make to the whole class. The main work on the project itself should be completed by about the end of the ninth week, giving you time to “clean up” any final details and prepare your presentation (which will be starting around May 9, 2014).

In writing these plans, please be thoughtful, detailed and realistic in setting your goals. One of the worst mistakes you can make is to promise more than you can actually accomplish each week. Once you start to run behind schedule, your progress report grades will suffer and it will become more and more difficult to catch up. This may mean limiting the scope of the project to something you can realistically do in ten weeks, or having a “fallback plan” for a simplified version in case you get short on time and can’t complete all of your original objectives. Although ten weeks seems like a long time, in fact, you will only have about 3-1/2 hours each week in class to work on your project.

Your project plan must be neatly word-processed and handed in on paper. Please make **FOUR identical copies** so each teacher will have one to review. Clear writing, proper spelling and grammar, correct punctuation and the overall organization and neatness of your paper are all important. Keep a copy of the plan file so you can post it on our web forum later. We may ask you to revise your plan a time or two before we finally approve it and assign it a grade. Don’t be dismayed about this, but take it as an opportunity to further focus and define your goals.

When we discuss and approve each project, we’ll assign one of the four Computer Literacy teachers to be the supervisor and mentor for your project. You should count on talking to your teacher daily during project work time. You’ll also communicate via e-mail and our web forum, and your supervising teacher will grade your weekly progress reports. Throughout this process, never hesitate to talk to the teachers about your projects! We’ll try to help in any way possible, and want you to succeed. A little effort in the planning process can save a lot of work later! Come and see us if you have any questions about this assignment.