

## Project Planning Log

Discuss the questions with your group members, answer those at the top, and turn in your log. You will complete the 'Reflection' questions at the end of the time frame. Each person in the group must complete their own log.

1. What is the time period for this log (2 days, 1 week, etc.)?
2. What are your group's goals (task to be completed) for this time period?
3. What task(s) will you complete?
4. What other tasks must be completed? Record the name of the person completing each task.
5. What percent of the work will you complete?
6. What percent of the work will each other person complete?
7. If someone is absent and has the group flash drive or other important paper/file causing the rest of the group members to not be able to get work done on that day, all group members will lose points. How will you prevent this loss of points?
8. If you end up being absent during this project, what will you do so that you don't lose points and cause your group to fall behind and risk losing points?
9. List the names of your group members and their plan for making up work if they are absent at any time throughout the session.
10. If someone in the group is absent and doesn't make up the work, what will your group do?

Reflection. Complete this at the end of the given time frame.

11. What percent of the group’s work did you complete? What tasks did you complete?
  
12. What other tasks were completed? Record the name of the person completing each task. Estimate the percentage of work completed by each person.
  
13. Was anyone absent? Did they complete the work they were supposed to complete? Explain.
  
14. What letter grade would you give each person? **Provide comments.**

15. Were any tasks not completed? \_\_\_\_\_ If so, complete the chart below.

| Task Not Completed | Person Responsible | Reason Why | Adjustments |
|--------------------|--------------------|------------|-------------|
|                    |                    |            |             |
|                    |                    |            |             |
|                    |                    |            |             |

16. What are the group’s goals for tomorrow?