

PROCESS FOR COMPLETING CONTRIBUTION PROJECT

Here is a suggested order for how to proceed:

- Select a project manager
- Complete the Contributions Proposal Form and submit to Lead Time teacher
- Decide the end date for the project
- Find out the strengths of each team member (see “Identifying my Strengths” organizational worksheet)
- Create a timeline for what needs to happen in order for the contribution to be successful (see “Creating a Project Timeline” organizational worksheet)
- Have each member create their personal “To Do” list
- (See “Personal To Do List” organizational worksheet)
- Complete “To Do’s”
- Meet regularly to share with other team members how they are progressing on their To Do List
- After project is completed, reflect on what went well and what lessons were learned