

PROJECT MANAGEMENT: BREAK BIG TASKS INTO SMALLER PARTS

Task:

Due Date:

Subtasks

Resources

Goal	Date	Time Allotted	Reward

STUDENT SAMPLE

Task: Classroom Management Plan

Due Date: April 20, 2016

Subtasks
classroom diagram
room arrangement with justification
list of 3-5 class rules
rewards list with justification
behavior and consequence scenarios
list of procedures and routines

Resources
<i>Secondary Classroom Management</i> (textbook)
<i>Education Psychology</i> (textbook)
<i>Special Ed. in Contemporary Society</i> (textbook)
Dr. O'Brien's Class Notes (lecture)
Thomas Gordon TET (scholarly article)

Goal	Date	Time Allotted	Reward
Review & mark textbooks	04/10	1 hour	Netflix break
Review & mark class notes	04/10	30 minutes	Favorite desert
Outline each section with citations	04/13	1 hour	Relaxing bath
Write arrangement, rules, & rewards sections	04/15	1 hour	Video game night
Write behaviors & procedures sections	04/16	1 hour	Dinner with friends
Review & edit full paper	04/18	45 minutes	New shirt

For more information on project management and to develop a personalized plan, visit an [academic coach](#). All appointments are available in-person at the Student Success Center, located in the Library, or online.