**Plan (Planning) Phase: The Work Plan**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In the second stage of the learning project cycle – the Plan stage – organizing and planning out the team members’ project work is the focus. It is most helpful in this stage to collaboratively develop a WorkPlan document that includes items such as:

* A list of project deadlines for each stage of the project work (when each of the Define, Plan, Do, and Review stages should be completed)
* A list of project tasks in the order they need to be performed
* The project owners for each of the tasks
* The resources needed for each task (materials, tools, funding, expert advice, etc.)
* Time schedules for each of the tasks (start and finish dates)

**Do (Executing, Monitoring/Controlling) Phase: Check-in Meetings**

Once the team members have entered the Do stage of the project cycle, three important considerations move to the top of the list of project managing concerns:

* Are team members consistently meeting the expectations set in the Work Plan, and if not, can the

Work Plan be modified without putting the whole project at risk?

* Is the quality of work meeting the needs of the project, or must time be taken to improve or redo the work?
* Is the communication among team members sufficient to help keep things on track and to see how all the parts of the project are working together?