**Project Management Cycle Log**



**Group #:**

**Group Members:**



Use this template to log your group’s efforts as you work through Project Management Cycles.

You should make some kind of entry every day. This is a living document for your group and your instructors to document, understand, evaluate, reflect, and assist.

Valuable information to record in your Project Log includes:

* Include names on all entries so that it is clear who was contributing
* Notes from research you’re conducting with links to the original material
* Notes of conversations you have had with collaborators and clients
* Logs of what happened during your meetings along with task lists for each of your group members with due dates

**Feb 12-18 Log (Project Plan Due 2/12)**

* Short-term action plan:
* Weekly Group Meeting (Day = ??)


  + Assignments for each other:
* Daily Log (This should be the long part of the log)
* Reflections on the week:

**Initial Meeting w/ Mr. Todd (Feb 19-20)**

Agenda (Feel free to add items to this list that you would like to discuss with me):

* Discuss Project Plan
* Discuss group dynamics

Next Steps (You need to put your group’s short term goals here BEFORE we meet):

Teacher suggestions (Please take notes here as we meet so we can keep track of my suggestions to your group):



Assessment (You will assess your group based on the rubric in the “Guidelines” document and I will assess your group):

Project Rubric Score:

**Feb 19-25 Log**

* Short-term action plan:
* Weekly Group Meeting (Day = ??)


  + Assignments for each other:
* Daily Log (This should be the long part of the log)
* Reflections on the week:

**Feb 26-Mar 4 Log**

* Short-term action plan:
* Weekly Group Meeting (Day = ??)


  + Assignments for each other:
* Daily Log (This should be the long part of the log)
* Reflections on the week:

**CHECKPOINT (Mar 5-6) (Initial Pollinator Garden Design Due)**

Agenda:

* Discuss site visit
* Discuss meeting with your client and review your initial garden design.
* Discuss your initial pollinator garden design

Next Steps:

Teacher suggestions:



Assessment:

Project Rubric Score:

**Mar 5-11 Log**

* Short-term action plan:
* Weekly Group Meeting (Day = ??)


  + Assignments for each other:
* Daily Log (This should be the long part of the log)
* Reflections on the week:

**Mar 12-18 Log**

* Short-term action plan:
* Weekly Group Meeting (Day = ??)


  + Assignments for each other:
* Daily Log (This should be the long part of the log)
* Reflections on the week:

**CHECKPOINT (Mar 19-20)**

Agenda:

* Discuss your design revisions and the feedback you got from your advisor

Next Steps:

Teacher suggestions:



Assessment:

Project Rubric Score:

**Mar 19-25 Log**

* Short-term action plan:
* Weekly Group Meeting (Day = ??)


  + Assignments for each other:
* Daily Log (This should be the long part of the log)
* Reflections on the week:

**Mar 26-Apr 1 Log**

* Short-term action plan:
* Weekly Group Meeting (Day = ??)


  + Assignments for each other:
* Daily Log (This should be the long part of the log)
* Reflections on the week:

**CHECKPOINT (Apr 2-3)**

Agenda:

* Discuss your revised pollinator garden design

Next Steps:

Teacher suggestions:



Assessment:

Project Rubric Score:

**Apr 2-8 Log**

* Short-term action plan:
* Weekly Group Meeting (Day = ??)


  + Assignments for each other:
* Daily Log (This should be the long part of the log)
* Reflections on the week:

**Apr 9-15 Log**

* Short-term action plan:
* Weekly Group Meeting (Day = ??)


  + Assignments for each other:
* Daily Log (This should be the long part of the log)
* Reflections on the week:

**CHECKPOINT (Apr 16-17) (Final Pollinator Garden Design Due April 16th)**

Agenda:

* Discuss your your final pollinator garden design

Next Steps:

Teacher suggestions:



Assessment:

Project Rubric Score:

**Apr 16-22 Log**

* Short-term action plan:
* Weekly Group Meeting (Day = ??)


  + Assignments for each other:
* Daily Log (This should be the long part of the log)
* Reflections on the week:

**Apr 23-29 Log**

* Short-term action plan:
* Weekly Group Meeting (Day = ??)


  + Assignments for each other:
* Daily Log (This should be the long part of the log)
* Reflections on the week:

**CHECKPOINT (Apr 30-May 1)**

Agenda:

* Discuss your maintenance guide

Next Steps:

Teacher suggestions:



Assessment:

Project Rubric Score:

**Apr 30-May 6 Log**

* Short-term action plan:
* Weekly Group Meeting (Day = ??)


  + Assignments for each other:
* Daily Log (This should be the long part of the log)
* Reflections on the week:

**May 7-13 Log**

* Short-term action plan:
* Weekly Group Meeting (Day = ??)


  + Assignments for each other:
* Daily Log (This should be the long part of the log)
* Reflections on the week:

**May 14-20 Log**

* Short-term action plan:
* Weekly Group Meeting (Day = ??)


  + Assignments for each other:
* Daily Log (This should be the long part of the log)
* Reflections on the week:

**CHECKPOINT (May 21-22)**

Agenda:

* Discuss your overall project
* Discuss your webpage

Next Steps:

Teacher suggestions:



Assessment:

Project Rubric Score: