gateway
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PROJECT MIND MAP

You've been given a project but where to start? Use this simple mind map to focus your thoughts, exchange new ideas and ensure your project is successfully delivered on time.

ROLES & RESPONSIBILITIES

- How will you divide up the work with your partner or group?
- Who would you like to involve in the project?
- Who will make any final decisions?
- Who will you ask if you need help?

SCOPE

- Is the project limited to 1 subject or are there different options?
- How will you choose the best option?
- How can you make your project truly original?

THE MAIN TASK

What exactly are you being asked to do? Make sure you have fully understood the question or the task. If you are not sure, check again with your classmates and/or teacher.

MATERIALS & RESOURCES

- What information/data do you already have?
- What equipment do you need? What are you missing?
- Where will you store your information & equipment?
- Where can you find any missing info?

COMMUNICATION

- How will you share or display you project?
- Will you need to do a formal presentation? If so, can you do a practice run first?

OUTCOMES

- What will you be able to do if you complete the project?
- What will you learn by completing the project?
- Are there other benefits to completing the project?

SCHEDULE

- What is the project deadline?
- Do you need to create a timetable for the work?
- What happens if you miss the deadline?
- How much time can you allocate to the project?

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