Project Plan

Summary & Course of Action

This is your project plan. Doing this will save you time later and make sure that your project is fit for purpose, whatever that may be. If someone is going to be assessing your project, show them this short document to ensure you are on the right track.

- **Topic Area**
  - Given or chosen?

- **Audience and / or purpose**
  - Who and what is it for?

- **Sub-topics**
  - What areas to cover under this topic?

- **Resources / Materials**
  - What tools and practical things do you need? Collect them in advance.

- **Deliverables**
  - What needs to actually be presented and in what format?

- **Timeline**
  - What is the deadline for the first and second draft, and the finished project.