



Spring Project Weekly Planning

Beginning with a detailed schedule is very important in terms of allowing you to track the activities of your project and maintain a pace that will help you meet your objectives by the end of the quarter. Use the following template to write a schedule for your project. **Your weekly plan and revised proposal are due on Monday, April 7th.**



WEEK NUMBER?

	Activity	Description	Person(s) Responsible	Materials Needed	Location	Date	Time
1.							
2.							
3.							
4.							
5.							

If you have developed any more comprehensive planning materials, such as website diagrams, lesson plans, storyboards, graphics, sketches, etc., either attach them to your proposal or include them with your Weekly Team Report later in the quarter.

Weekly Meeting with Project Faculty will be (day of the week, time, location) :

Weekly Team Planning Meetings will be (days of the week, times, locations):

The Dreaded Budget Planning

Because we're using grant funds to support the projects, there are certain restrictions on how and where we can spend the money. The absolute best way to get any of the materials you need is through TESC. You can purchase through the bookstore (off the shelf or special order) or through TESC facilities, such as the woodshop for lumber. For other materials you need, we must have advance notice (like right now) about the cost and quantity. Other services, such as special print jobs that cannot be done through Photo Services, will need to be done through the WA State bidding process.

As you develop your final budget, do thorough research on sources and prices--literally make a shopping list. Once you've set your budget and it has been o.k.'d by Peg or Steve, there will be very little room for variation.



Budget Format

Item	Description	Quantity	Price	Total	Source
1.					
2.					
3.					
4.					
5.					
				TOTAL	

- 1.
- 2.
- 3.
- 4.
- 5.

TOTAL