

PROJECT PLANNING WORKSHEET FOR EDUCATORS:

FIRST STEPS TO PLANNING A SUCCESSFUL

MAINE MEMORY NETWORK PROJECT



The foundation of any successful project is PLANNING. Think through your goals, identify your resources, and consider logistical issues *prior* to partnering with community organizations. Set attainable goals and try to remain flexible. With some pre-planning, you will be able to create an engaging and valuable learning experience for your students.

I. IDENTIFY GOALS: Start with the end in mind. What is it that you want your students to get out of this project? Are there *content-specific objectives* you would like students to master? What specific *skills* you would like students to learn or apply while participating in this project? Are there specific *experiential goals* you have for students? Are there specific *learning standards* you would like to target? In the boxes below, list your ideas.

CONTENT	SKILLS
<p><i>Examples: to learn about how the Civil War impacted the lives of community members; to identify important events in the history of the town; to compare the history of their community to another</i></p>	<p><i>Examples: to be able to learn and apply research skills; to be able to analyze and interpret a primary source; to be able to digitize a historical artifact</i></p>

EXPERIENTIAL	LEARNING STANDARDS
<p><u>Examples:</u> to create a Maine Memory Network album; to create an exhibit to convey understanding and interpretation of a topic; as a service learning project.</p>	<p><u>Examples:</u> MLRs - Social Studies A3: Taking Action Using Social Studies Knowledge and Skills; CCSS - W.CCR.4 Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience.</p>

2. IDENTIFY PARTNERS: Don't go it alone. Who should you talk to?

IN THE SCHOOL	IN THE COMMUNITY
<p><u>Examples:</u> another teacher? Librarian? Technology teacher?</p>	<p><u>Examples:</u> local historical organization? Library? Town office? Other individuals?</p>

3. IDENTIFY RESOURCES: What resources are available to support your project? What might you need to be able to complete the project?

THE SCHOOL	COMMUNITY PARTNER(S)
<p><u>HAS AVAILABLE:</u></p> <p><i>Examples: computers; scanners; space for community celebration of project.</i></p>	<p><u>HAS AVAILABLE:</u></p> <p><i>Examples: speakers to visit classroom; volunteers or staff to help locate materials.</i></p>
<p><u>WILL NEED:</u></p> <p><i>Examples: access to historic collections; guidance on proper handling techniques.</i></p>	<p><u>WILL NEED:</u></p> <p><i>Examples: to become a Contributing Partner to Maine Memory Network; time to commit to project.</i></p>

4. REACH OUT: Share your project ideas with your local collecting institution. Schedule a visit and determine if there are primary sources (the historic collections) and the secondary sources (research materials, local expertise) to support your goals.

5. REVISIT GOALS: After conversing with your partners, what adjustments need to be made to your original goals?

6. WORK WITH PARTNER TO DEVELOP A PROJECT PLAN: What roles will each individual play? Establish a timeline for the completion of the project.

MY NEXT STEPS...

Given all this, what now? What's on your Local History Project "To Do" List?

MORE INFORMATION

Visit the [Share YOUR Local History](#) section of the Maine Memory Network website, www.MaineMemory.net.