

Project Management:

Break Big Tasks into Smaller Parts

Task:				
Due Date:				
Subtasks		Resources		
Goal	Date	Time Allotted	Reward	

Student Sample

Task: Classroom Management Plan

Due Date: April 20, 2016

Subtasks		
classroom diagram		
room arrangement with justification		
list of 3-5 class rules		
rewards list with justification		
behavior and consequence scenarios		
list of procedures and routines		

Resources		
Secondary Classroom Management (textbook)		
Education Psychology (textbook)		
Special Ed. in Contemporary Society (textbook)		
Dr. O'Brien's Class Notes (lecture)		
Thomas Gordon TET (scholarly article)		

Goal	Date	Time Allotted	Reward
Review & mark textbooks	04/10	1 hour	Netflix break
Review & mark class notes	04/10	30 minutes	Favorite desert
Draw diagram using MS Paint	04/11	30 minutes	Movies with family
Outline each section with citations	04/13	1 hour	Relaxing bath
Write arrangement, rules, & rewards sections	04/15	1 hour	Video game night
Write behaviors & procedures sections	04/16	1 hour	Dinner with friends
Review & edit full paper	04/18	45 minutes	New shirt