1. Planning
   Take initiative for the success of your project

2. Testing
   Troubleshoot and expand your plan

3. Execution
   Create and refine your project for presentation/submission
Project Management
In Collaboration with College of Art and Design

1. Planning

1. Review Requirements
   Have you read the assignment description in full? Do you understand exactly what is expected of you/your group?

2. Determine or Set Goals
   What do you hope to accomplish and learn from this project? What does the professor want you to learn? How can you take this project further to get the most out of it?

3. Brainstorm Ideas
   What inspires you? How/where do you come up with your best ideas? How can you apply those ideas to this project? If you’re stuck, pull out a piece of paper and write down whatever comes to mind!

Additional things you might need to do:
- Research
- Casting/Propping
- Budgeting

4. Check Deadlines and Benchmarks
   Are you aware of the due date and any work-in-progress checks? Use the template below to write down those dates and to create benchmarks for yourself to stay on track.

5. Review Ideas with Professors and Peers
   Would you benefit from sharing your project idea with your professor or peers? They may be able to help refine your idea or push it further!

### Benchmark Date

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2. Testing

The more you spend in this experimental phase, the more developed your final project will be. Test more than you think you need to, something unexpected may come from it.

Learn a New Program
Try learning a new program to enhance or refine your skills.

Watch Tutorials
Look up videos to learn new techniques or gain inspiration.

Experiment
Embrace the unexpected and try new solutions.

Practice
Practice, practice, practice. It’s about improvement, not perfection.

Notes or Annotations
Take notes, write your thoughts down, document your experience. You may see something you didn’t before.

Styling
Explore different options and document them. It may help to have a variety to choose from.

Iterations/Layouts
Don’t be afraid to change things up. Make multiple versions so you know you’re picking the best.

Case Studies
Dig a little deeper and look at different examples. This may help with inspiration and direction on your project.

Mood Boards
Compile ideas and inspiration to see if a theme emerges.

Feedback
Ask your peers and professors what they think of your progress.

Test Materials
Try different methods and mediums until you find one that works for you and your project.

Conduct Further Research
Continue to be curious about your topic or theme. Additional research may lead to something new.
2. Testing

The more you spend in this experimental phase, the more developed your final project will be. Test more than you think you need to, something unexpected may come from it.

Return to the planning phase if you find you need it during testing.
3. Execution

Time to Execute Your Plan

Review Your Goals
What goals did you set at the beginning of your project? Are they fulfilled?

Review Your Requirements
What are the requirements for the project? Have you met them appropriately?

Prepare for Presentation
Make sure you have everything you need to present your work, and practice your delivery.