

II. PLANNING

**IB Community Project Checklist: PLANNING
September 27 – October 11, 2019**

- Planning:**
1. Finalize your Proposal for Action
 2. Continue research – select, evaluate, and acknowledge information
 3. Work on the preparation for the service as action
 4. Record information and developments in process journals
 5. Document sources – Annotated MLA Bibliography

1. Finalize your Proposal for Action

When you are clear on what you want to achieve as the service in action of the project, you will need to propose an action plan. What are some specific tasks or activities you can do to develop your project? You can use checklists, rubrics, timelines, flow charts or other strategies to prepare your proposal. Your proposal should include designing, problem-solving, decision-making or investigative activities. Proposals should be achievable based on the time and resources available. Do not come up with a proposal that takes too much time, is difficult to follow through, or costs too much money to implement. On the other hand, do not choose projects that are too simplistic. ***You should have already submitted your proposal for action, but you can make adjustments if needed.**

2. Continue Research

Now it's time to begin your specific research. You need to have 5 or more sources to make your project credible. Remember to look for reliable online sources and that Wikipedia does not count as a source. Don't forget interviews with individuals involved in whatever your project is related to can offer valuable information and insight. As you complete your research, make sure to keep track of all of your sources. Add these to your process journal and document the information that you feel will help you plan your service project. *Visit the school library. Ms. Garcia, your teachers, and your supervisors are here to help you!

Examples of Sources:

- Journals
- Video or Audio Recordings
- Images
- Websites
- Surveys
- Published media
- Interviews

3. Work on the Preparation for the Service as Action

There should be a set, well-researched plan for how you will proceed with your chosen service as action. This stage is about demonstrating self-management skills and preparing for all possible obstacles and outcomes. Ask yourself these questions:

1. What is my timeline for the action? _____

2. Who do I need to contact to help me complete my service? _____

3. What materials do I need to complete my service? _____

4. What are some possible obstacles to success? _____

5. What is the criteria for my planned product/outcome (What do you want to happen)? _____

4. Record Information and Developments in Process Journal:

Remember to document your process!!

The process journal is . . .	The process journal isn't . . .
<ul style="list-style-type: none"> • used throughout the project to document its development • an evolving record of intents, processes, accomplishments • a place to record initial thoughts and developments, brainstorming, possible lines of inquiry and further questions raised • a place for recording interactions with sources; for example, teachers, supervisors, external contributors • a place to record selected, annotated and/or edited research and to maintain a bibliography • a place for storing useful information; for example, quotations, pictures, ideas, photographs • a means of exploring ideas and solutions • a place for evaluating work completed • a place for reflecting on learning • devised by the student in a format that suits his or her needs • a record of reflections and formative feedback received. 	<ul style="list-style-type: none"> • used on a daily basis (unless this is useful for the student) • written up after the process has been completed • additional work on top of the project; it is part of and supports the project • a diary with detailed writing about what was done • a static document with only one format.

5. Document your Sources.

Any sources that you used to investigate and plan for your project need to be cited in an MLA-style format. For an annotated bibliography, each citation is followed by a brief (usually about 150 words) descriptive and evaluative paragraph. The purpose of the annotation is to inform the reader of the relevance, accuracy, and quality of the sources cited. You can use www.bibme.org and www.easybib.com to help create your bibliography. Remember you must include at least 5 sources.