

Mnemonic Project Planner

Each group member is responsible for completing one of the following tasks. After your task has been assigned, complete the appropriate section of this planning sheet. Remember that more than one group member may work on the same task and that all group members are responsible for creating the final product.

1. List necessary supplies and/or resources such as Internet access, paper, art supplies, etc.

2. List the project responsibilities of each member of your group.

Group Member	Responsibilities

3. Create a project timeline with steps showing when each part will be finished. You can use the Interactive Timeline (available online at <http://www.readwritethink.org/materials/timeline/index.html>) to create your timeline; or you can sketch out your timeline on the back of this sheet.