

Suggested 6 - Week Timetable

Date to begin project _____

Date to complete project _____

Week 1

- Choose a topic or problem to investigate
- Check resources in school or community
- Contact experts in the field in person or on the telephone
- Gather all the written material

Week 2

- Begin putting your project notebook together
- Start collections or experiment
- Begin designing display unit

Week 3

- Begin building display unit
- Design all visual aides
- Take the photographs needed
- Complete research
- Consult with experts to check your facts (Scientists, teachers, parents)
- Write report first draft

Week 4

- Continue collecting items for display
- Continue experiments
- Set up apparatus and test it

Week 5

- Write report second draft
- Construct display background
- Design and assemble graphs or charts
- Complete display lettering and mount
- Double check your written data
- Complete experiments and record data

Week 6

- Write final report
- Set up display and test
- Practice giving the presentation
- Transport display to school; set it up; test