



Writing your assignment plan

“Plan your work and work your plan” – Napoleon Hill

Go back for a moment to the time you remembered you completed assignments at school and answer the following questions.

	My positive experience	My challenging experience
What worked well and what did not work well?		
How did your feelings influence your experience as a team member?		
Were there any missed opportunities or regrets?		
What would you like to have done differently, more of, or less of?		

Digital Skills for Learning Online is licensed under a Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License. 

Second, imagine you have to complete one individual assignment which is due on week three of your course and one team assignment you need to submit on week 8. Both assignments are written essays.

Apply your new knowledge to write a plan for these two hypothetical course assignments.

For team assignments you still will have to do some independent work on the assignment to be ready to be the best teammate you can be. Use the checklists provided as a guide when setting out what will you do first, second, etc.

My Assignment Plan: The Big Picture

How will I get organized to complete both assignments?

STEP 1 _____

STEP 2 _____

STEP 3 _____

STEP 4 _____

STEP 5 _____

(write as many steps as you need)

My Assignment #1 Plan

How will I get organized to complete the individual assignment?

STEP 1 _____

STEP 2 _____

STEP 3 _____

STEP 4 _____

STEP 5 _____

(write as many steps as you need)

My Assignment #2 Plan

How will I get organized to complete the assignment with my team members?

STEP 1 _____


STEP 2 _____

STEP 3 _____

STEP 4 _____

STEP 5 _____

(write as many steps as you need)

Digital Skills for Learning Online is licensed under a Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License. 

Checklist for assignment completion planning

Individual

Aspect	Covered
Have read the assignment document and it is clear what I have to do	
I have budgeted the time required to complete the assignment and included it in my daily task schedule	
Have decided whether to divide the assignment in sections to complete	
Have set my own deadline for completing the assignment 3 days ahead of the actual one.	
Have chosen ways to reward myself for a job well done, milestones, etc.	

Team

Aspects to talk over with my team members	Covered
Maintain open communication: how, how often, when, and where we will communicate	
Identify the diversity of skills each member brings to the table to aid the process of assigning roles	
Define the role each member plays and the expectations associated to each role.	
Define strategies to handle conflict	
Compile the way the team will work in a team charter	

Digital Skills for Learning Online is licensed under a Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License. 