



IGNITE Planning Sheet

The main presentation should be about 3 min long.
Requires an effective and refined script and delivery-
Be prepared for a Question and Answer session.

Title:	Think up a descriptive title. Try to be creative if it fits.
Participant:	First name only
Challenge:	What challenge/goal/question will drive your work?
Learning:	What do you expect to learn? How will you be challenged? How will this stretch you?
Motivation:	What is the inspiration for this project? Why did you choose it? Why is it important to you? What is your goal? Why is this project worthwhile?
Materials:	List your materials/resources and who will be providing them. If they need to be purchased, include the price.
Main Steps:	Outline the main steps to complete your project or provide a link to another site that has the steps. Below the link explain any additional steps you need to complete. How will you document your process/progress beyond your blog entries? How will you show progress?
Time:	How long do you expect this project to take? What specific milestones will you complete? By when?
Resources:	List possible resources/sources of inspiration to complete this project. Have you found a mentor? If yes, show your appreciation. If not, what steps have you taken and why should a mentor consider you? Are there existing examples of the sort of project you want to complete? Has anyone else done a similar project? What words did you search for when checking?
Difficulties:	What parts of this project might be difficult? How do you expect to handle them?
Sharing:	Sharing/Teaching/Paying It Forward - How will you share what you have learned with others? Who is your target audience?
Evaluation:	How will you define the project's success? How should we evaluate your success? How will that be "visible" to others? (Demonstrate) Can your progress be measured throughout the project?