



Presentation plan					
Proposed redesign of:		Main features of the redesign:			
Team member's name	Task/s	Resources/materials required	Target completion date	Complete (✓)	Teacher check (signature)



Presentation plan	
	Comment
Has the workload been evenly shared amongst team members?	
Have you considered each member's skills and talents when allocating tasks?	
Do you have all of the materials and/or resources that you will need to complete your presentation? If not, what will you do?	
Have you listed the tasks in the order in which they need to be completed?	
Have you allowed enough time to complete each task?	
What will you do if you fall behind and may not have all tasks completed on time?	
Final evaluation of your plan by the team:	