

## **Instructions for Skills Practice – Project Plan Outline**

### **Assignment**

The purpose of this assignment is to practice for the project plan that you will be creating for your assigned case scenario. This practice activity will be **different** from the actual project plan assignment in two ways:

1. You will be **using the practice case scenario** – iSchool Webstore.
2. You will be **creating a detailed outline** from which a project plan could be written instead of the full written project plan itself.

### **Technique**

Read the instructions for the Project Plan assignment. Pay particular attention to the outline that is required for the project plan. Using some kind of outliner tool, construct an outline for the project plan that you could use when writing the final project plan. The very lowest parts of the outline should represent either sentences that will be placed in your project plan document or words and phrases that could inspire you to write those sentences.

Be sure to answer all of the questions that are posed in the instructions for the Project Plan. Avoid writing a series of answers as though this were a multi-question test. The project plan will need to be a well-written English prose document. So, the outline should be created to make writing such a document easier to do as a next step.

### **Tools**

I recommend that you use MS Word or whatever word processor you are comfortable with. You can even use outliner or mind mapping tools to create the outline if you are comfortable with them. When choosing your tool, make sure you have a workflow in which you can create a PDF for submission.

### **Length**

There should be enough points in the outline such that you can write a proper plan from them.

### **Format**

The file that you submit must be in the PDF format.

### **File Naming Conventions**

The name of the file that you submit should include both your name and the name of the assignment. It should follow the form:

trainor\_kevin\_skills\_practice\_project\_plan\_outline.pdf

### **Due By**

Please submit this assignment by the date and time shown in the Weekly Schedule.