

Backwards Mapping Plan

Complex assignments can be broken down into manageable chunks. Analyze your task using backwards mapping and determine what tasks need to be completed. Once you have organized this information, periodically refer back to your Backwards Mapping Plan in order to analyze your progress.

Name: _____ Project: _____

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|--|-------------------------------------|----------------------------------|
| <p>Major Project Components</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p> | <p>Project Due Date:</p> | |
| | <p>5. <i>Tasks to Complete:</i></p> | <p><i>Complete Tasks By:</i></p> |
| | <p>4. <i>Tasks to Complete:</i></p> | <p><i>Complete Tasks By:</i></p> |
| | <p>3. <i>Tasks to Complete:</i></p> | <p><i>Complete Tasks By:</i></p> |
| | <p>2. <i>Tasks to Complete:</i></p> | <p><i>Complete Tasks By:</i></p> |
| <p>Potential Calendar Conflicts</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> | <p>1. <i>Tasks to Complete:</i></p> | <p><i>Complete Tasks By:</i></p> |

Post-Submission Response: Upon submitting your project, reflect and comment on the strengths of your plan and what you would do differently next time.

Backwards Mapping Group Plan

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|--|--|
| <p>Project: _____</p> <p>Group Members:</p> <p>_____</p> <p>_____</p> <p>_____</p> | <p style="text-align: center;">Major Project Components</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p> |
| <p>Potential Calendar Conflicts</p> <p>_____</p> <p>_____</p> | |

| Project Due Date: | | |
|------------------------------|------------------------------------|---------------------------|
| 5. <i>Tasks to Complete:</i> | <i>Group Member(s) Responsible</i> | <i>Complete Tasks By:</i> |
| 4. <i>Tasks to Complete:</i> | <i>Group Member(s) Responsible</i> | <i>Complete Tasks By:</i> |
| 3. <i>Tasks to Complete:</i> | <i>Group Member(s) Responsible</i> | <i>Complete Tasks By:</i> |
| 2. <i>Tasks to Complete:</i> | <i>Group Member(s) Responsible</i> | <i>Complete Tasks By:</i> |
| 1. <i>Tasks to Complete:</i> | <i>Group Member(s) Responsible</i> | <i>Complete Tasks By:</i> |

Post-Submission Response: Upon submitting your project, reflect and comment on the strengths of your plan and what you would do differently next time.