

Guidelines for writing a well-crafted plan.



A plan is a written description of a logical series of steps needed to build/create a product. This includes details about:

- Exactly how each step of the process is done.
- The logical order of steps.
- Materials, tools and other resources needed.
- The estimated time for each step.

Oct 12-7:52 AM

Guidelines for writing a plan:

1. Think through the basic process first and then brainstorm single steps required complete the process.
2. Write steps that use action words (verbs) like: measure, mark, cut, drill, lay-out, draw, glue, and **avoid vague terms like: make, build, and "put-together"**.
3. Write out steps that include **only one action at a time ... avoid clumping together tasks and steps.**
4. **Avoid steps that require repeating previous steps.**
5. Be very **specific** about the information, time, people, tools and other resources needed.
6. **Do NOT include the following steps (or similar):**
 - Draw sketches/designs...*
 - Get materials from.....*
 - Insert Egg....*
 - Test on track...*

Oct 16-10:38 AM