



Before You Begin

Use the following questions to help you determine the strength of your project.

- Does your project align with a specific goal in your school's School Improvement Plan (SIP)? Which SIP goal?
- Do you have data that supports the need for your project?
- What are your goals and supporting objectives (objectives are specific, time oriented and measureable).
- What are your methods and strategies for actualizing your goals and objectives?
- Do you have enough time to accomplish everything from planning to evaluation? What is a realistic timeline?
- How will the project be evaluated? Can I meet this criteria?
- What are the estimated costs for this project? Do my costs need to include extra duty pay and benefits, supplies, and travel?
- Who do I need to consult to help with this project?
- What district approvals do I need?