

Name: \_\_\_\_\_

## Outline & Project Proposal

### Outline

After each member of your group has finished their notecards, you will all be responsible for creating an outline of your information. To accomplish this, you will all need to work together to determine which pieces of information will be most important to include in your project and in what order. Please note that you might not need to include every single notecard in your outline. ☺ There is no minimum/maximum number of notecards needed for the outline (within reason!), but the outline should include notecards from every member.

For your outline, you will need to label each aspect and drag and drop the notecards underneath the correct categories. **See your notes from class on Friday, February 21, 2020.**

\*Once you finish your outline, **one** member from your group will need to send Ms. Hubbard/Mrs. Bedard an e-mail letting her know that it is ready to be checked. She will access your outline via Noodle Tools. No need to do anything else. ☺

### Project Proposal

Before working on your project, your group will be required to submit a project proposal that outlines your group's plan. This proposal must be written in formal MLA format (check your Crusader Nation Writing Handbook – also on my Weebly!) and include a timeline outlining the steps for project completion, who's doing what, and an analysis of your project's purpose, audience, and format. **You will need to write the proposal in Google Docs so that ALL members are able to edit and contribute.**

Necessary components:

- Paragraph #1 – Project Explanation (purpose, audience, and format)
- Paragraph #2 – Timeline (calendar explaining what will be accomplished each day) & Group Responsibilities (who's doing what?)

\*Once you finish your proposal, **one** member from your group will need to print it out and turn it in. ☺

**Outlines & Project Proposals are due at the beginning of the hour, Tuesday, February 25, 2020.**

## Project Proposal Rubric

### Project Analysis & Purpose (20 points)

Demonstrates Mastery	Demonstrates Understanding	Demonstrates Need for Practice
The first paragraph of the proposal clearly explains the research topic and the purpose of the project. It also includes a detailed explanation of the intended audience and why the audience was chosen. It discusses the project's format and explains why this format is most effective for the project. The analysis is easy to understand and is proofread for grammatical errors. (~6-10 sentences)	The first paragraph of the proposal briefly summarizes the research topic and purpose. It includes the intended audience and project format but might not clearly explain why they were chosen. The analysis is fairly easy to understand with only a few grammatical errors.	The first paragraph of the proposal does not explain the research topic and purpose. There is no discussion or analysis of why the audience and format were chosen. The analysis is difficult to understand with many grammatical errors.
(20-15)	(14-9)	(8-0)

### Timeline (10 points)

Demonstrates Mastery	Demonstrates Understanding	Demonstrates Need for Practice
The second paragraph of the proposal includes a timeline outlining the steps to complete the project and what the group plans on accomplishing each day. It also states what aspect of the project each group member is responsible for.	The second paragraph of the proposal includes a timeline of the steps necessary to complete the project, but the steps may not be detailed. It states what each group member is responsible for, but more detail may be needed.	The second paragraph of the proposal includes a timeline of the steps necessary to complete the project, but the steps might not be clear or include enough information. There is no explanation of what each group member is responsible for.
(10-8)	(7-5)	(4-0)

**Total: \_\_\_\_ /30**