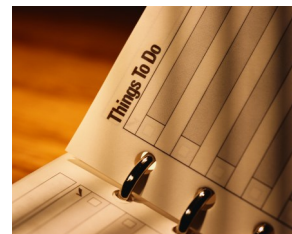


Assignment Planning



Use this information in planning your next assignment. Write the time for each stage into your diary or wall planner.

	How long will it take?	When will I do it?	How long it actually took
Getting started			
Understanding question and working out what is required. Use learning outcomes, marking schedule and assignment question to help.			
Early brainstorming, reflection and discussion with others.	_____	_____	_____
	_____	_____	_____
Research			
Working out what type of information or data I need to help answer the question	_____	_____	_____
Assembling information (to search, read, gather data, experiment etc.)	_____	_____	_____
Reading and reflecting on the information collected	_____	_____	_____
	_____	_____	_____
Organising			
Grouping and organising information	_____	_____	_____
Selecting what to include	_____	_____	_____
Writing draft versions			
Thinking about and improving each draft	_____	_____	_____
Writing each draft	_____	_____	_____
Likely number of drafts	_____	_____	_____
Completing the task			
Writing up references	_____	_____	_____
Writing the final draft	_____	_____	_____
Checking through the work	_____	_____	_____
Final deadline	_____	_____	_____