Creating your Mission Plan

Team work and planning are key for a successful Mission Folder. When working as a team it is important to create a plan that helps you stay organized and on track. A project plan should outline the role of each team member, detailing the specific steps necessary to complete your project and deadlines for each step.

Here are some helpful tips to consider when creating your project plan:

- Once your team's composition is established, hold a meeting to introduce everyone and talk about individual and team goals. What does your team hope to accomplish?
- Set rules that everyone must follow when working together or having a team meeting.
- Agree on each individual team members' task(s). Your team can trade off doing things so everyone shares the work and learns to do new things. Make a list of all the tasks that need to be done for your Mission Folder and put them in order of when they need to be completed. After you create this list, assign different team members to each task. Some examples might be:
    - Who will remind the team about meetings?
    - Who will be responsible for each part of the Mission Folder?
        - Who will be responsible of keeping track of data?
        - Who will get materials ready for the experiment?
        - Who will take notes during the experiment?
        - Who will create charts and graphs?

- Schedule regular meetings for the team to discuss the progress of your Mission Folder. At these meetings discuss what is going well and what things might need to be improved or modified.

Creating your Mission Folder Plan Worksheet

In the below boxes, list three goals your team would like to accomplish during your eCYBERMISSION experience:

1.
2.
3.

Discuss ground rules for working together as a team. List agreed upon rules in the boxes below.

1.
2.
3.
4.
5.

As a team, review the suggested job titles and descriptions listed below and utilize questions from the Mission Folder development sheets to help establish roles for each team member. It is ok to make up your own jobs or have more than one job per team member. Remember, this list is just examples of roles for team members, yours may be different.

Team Member Name	Job Title	Description
	Organizer	This team member keeps track of schedules and deadlines. The organizer is in charge of taking notes and capturing ideas at team meetings.
	Writer	This team member probably likes to write. While every team member should contribute to writing the Mission Folder, this team member can edit and proofread each section of the Mission Folder prior to submission.
	Spokesperson	This team member feels comfortable communicating with other people. The spokesperson should coordinate interviews with experts and community members.
	Analyst	This team member will be responsible for reviewing compiled data from the experiment and designing charts/graphs for analysis.