

PVMS MYP Community Project

Year 3 Checklist and Timeline

Step 1: Investigating (October-November)

- ☐ Determine if working alone or with a group.
- ☐ Determine a need within a community and a goal to address the need (project handbook p. 6)
- ☐ Conduct initial research and additional goal information (p. 6)
- ☐ Record information in process journal (read p. 9)
- ☐ **Review assessment rubric** (p. 18)
- ☐ Complete the Community Project Proposal for Investigation (p. 10-11)
- ☐ **Meet with your faculty advisor on _____ to review and discuss the items listed in the Investigating Phase. Submit Project Proposal for Investigation to faculty advisor. Discuss Step 2 Planning. Once this is complete, continue into the Planning Phase.**

Step 2: Planning (November- December)

- ☐ Develop a plan of action
- ☐ Record information in process journal
- ☐ Continue research
- ☐ Complete the Community Project Proposal for Action (p. 14-15)
- ☐ Work on the preparation for the service
- ☐ **Meet with your faculty advisor on _____ to review and discuss the items listed in the Planning Phase. Submit Project Proposal for Action to Faculty advisor. Discuss Step 3 Taking Action. Once this is complete, continue into the Taking Action Phase.**

Step 3: Taking Action (January- March)

- ☐ Carry out the service project
- ☐ Record information in process journal
- ☐ **Meet with your faculty advisor on _____ to review and discuss the items listed in the Taking Action Phase.**
- ☐ **Meet with your faculty advisor on _____ to further review and discuss the items listed in the Taking Action Phase. Discuss problems and solutions.**

Step 4: Reflecting (April)

- ☐ Evaluate your project against your proposal criteria and reflect on your learning
- ☐ Complete Academic Honesty form
- ☐ Prepare process journal extracts
- ☐ Prepare oral presentation
- ☐ Prepare bibliography
- ☐ Prepare project board
- ☐ **Meet with your faculty advisor on _____ to review and discuss the items listed in the Reflecting Phase. Discuss oral presentation, project board, and items to be submitted in May.**

Step 5: Presentation:

- ☐ **Meet with your faculty advisor on _____ to present project, submit process journal extracts, project board.**

Step 6: Celebrate!