**Project Template**

This document is where you fully describe a paper or project that spans multiple weeks and lessons.The project description includes the project objective(s), criteria for success, the steps necessary for completion, and milestones along with the lessons they are due.

The full project description page gives students one document that describes the entire project and all its requirements for completion. When writing the full description, it is often helpful to break down a project into smaller parts or phases. The items/tasks due in these phases should be listed both on the full project description and in each lesson that a task is due.

**Project Synopsis** (What is this about and why is it important):

**Objective** (purpose and objective of this project):

**Project Criteria** (end product, number of pages, APA, rubrics, when due and any intermediate due dates, etc.):

**Process** (step by step project information):

**Submission requirements** (when and how submitted, Safe Assign required, when parts are due):