


Backwards Design for Summer Planning

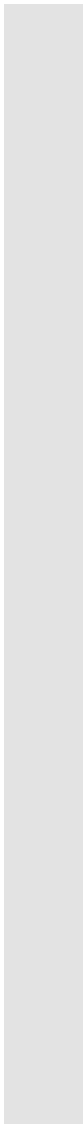
June 5, 2014

PLAN Workshop

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Outline

Introductions and Projects
Backwards Design Basics
Identify Desired Results
Determine Acceptable Evidence
Plan Learning Experience &
Instruction
Practicing
Tools and Tips
Questions



Introductions & Projects

- Name
- Department
- One summer project you would like to complete (and plan for today!)



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Backwards Design Basics

Identify
Desired
Results

Determine
Acceptable
Evidence

Plan
Learning
Experiences
and
Instructions

Backwards Design Basics

Identify Desired
Results

Determine
Acceptable
Evidence

Plan Learning
Experiences and
Instructions

- Plan with the end in mind
- Avoids the “twin sins” : activity-focused planning and coverage-focused planning
- Process: iterative and unpredictable

Backwards
Design &
Project
Management

Backward design is a method of designing educational curriculum by setting goals before choosing instructional methods and forms of assessment.

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Project management is the discipline of planning, organizing, motivating, and controlling resources to achieve specific goals.

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Backwards Design for Planning

Identify Desired Results

Identify Desired Results

Determine Acceptable Evidence

Plan Learning Experiences and Instructions

- What are your goals?
- What is needed to accomplish your goals?
 - Understandings
 - Essential Questions
 - Knowledge
 - Able to
- Projects & Tasks
- Be realistic
- Deliverables



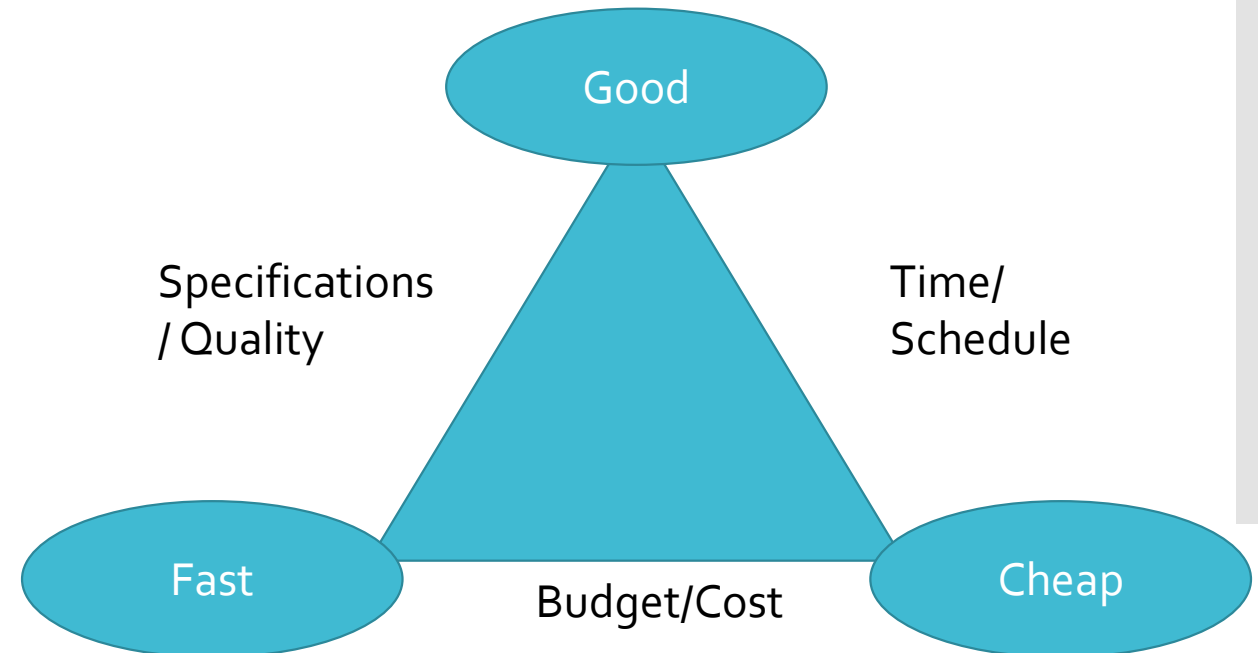
Determine Acceptable Evidence

Identify Desired Results

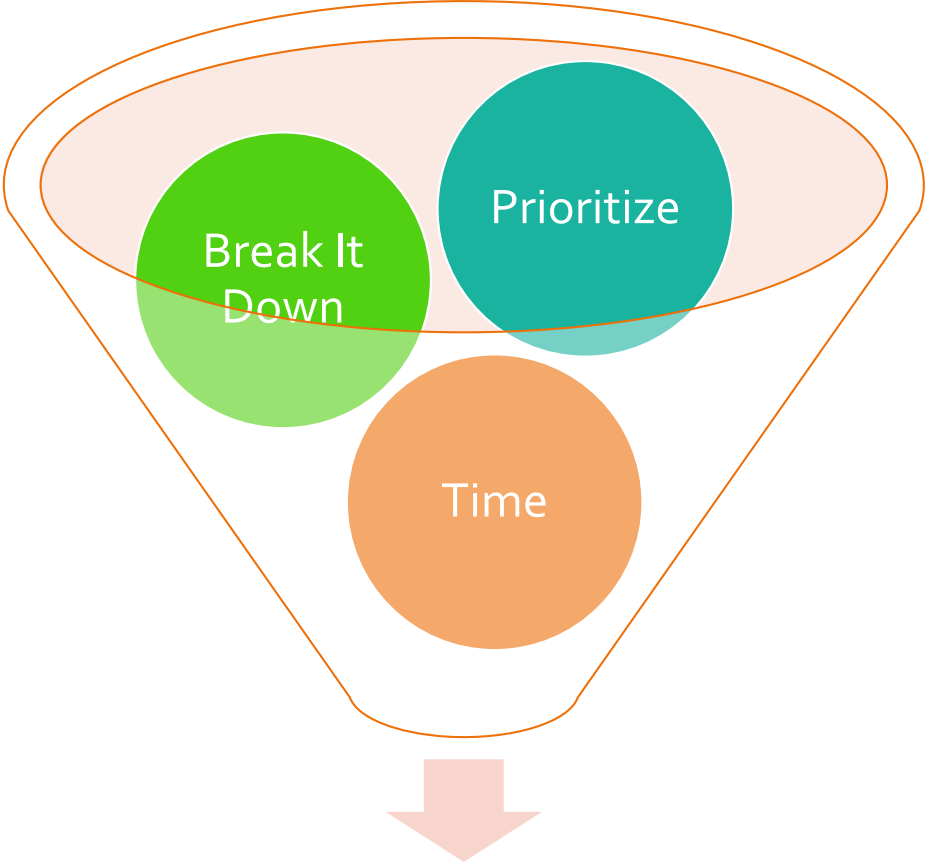
Determine Acceptable Evidence

Plan Learning Experiences and Instructions

- How will you know if you are making progress towards your goals?
- How will you know if you have accomplished your goals?
- What criteria will you identify to answer these questions?
- 5 Levers
 - Scope
 - Schedule
 - Quality
 - Cost
 - People



Plan Learning Experience & Instruction



Planning

Step By Step

1. In your calendar, write down all priority (personal) dates
2. List goals
3. Prioritize goals
4. Remove those for which you won't have time
5. Break down goals into mini-goals/tasks
6. Identify final deadline for highest priority goal and put in calendar
7. Working backwards from the final deadline for that goal, assign deadlines for mini-goals/tasks
8. Put in calendar
9. Identify final deadline for next highest priority goal
10. Repeat steps 6-8 until all priority goals have been assigned

Also make sure to include: personal time, time for family, holidays, anything else that YOU need to include to make a priority (exercise, sleeping, eating, etc.)

Tools

- Project Plans
 - Template
- Calendars
 - Example
- Sticky notes, index cards, whiteboard
- Word/Excel
- “Groupware”
 - hiTask, Google, Dropbox, Doodle, ToDoodledo, Wunderlist, Workflowy,
- Programs/Apps
 - Trello, gtdagenda, diacarta, Evernote, Remember the Milk, Astrid, ToDolst,

Practice

Using the project you initially described or an alternate project, you should:

1. Complete the worksheet
2. You will have **10-15** minutes to complete this task.

Peer Review

- 1. Talk through your project and process w/ your neighbor.**
- 2. You will have 5 minutes to complete this task.**

Troubleshooting

1. What was the easiest part of the task?
2. What challenges did you have with this task?
3. What did you learn from the task?
4. What points are still unclear?

Best Tips

- Start w/the end in mind
- Break it down
- 2x the time
- Big Rocks
- 5 Levers

Questions?

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