Backwards Design for Summer Planning
June 5, 2014
PLAN Workshop
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Tell me again how all your programs
Go perfectly every time.
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!)
Backwards Design Basics

- Plan with the end in mind
- Avoids the “twin sins”: activity-focused planning and coverage-focused planning
- Process: iterative and unpredictable
Backward design is a method of designing educational curriculum by setting goals before choosing instructional methods and forms of assessment.

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

Backwards Design for Planning
Identify Desired Results

• 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

- 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

- Time/Schedule
- Budget/Cost
- Good
- Specifications / Quality
- Fast
- Cheap
Plan Learning Experience & Instruction

- Identify Desired Results
- Determine Acceptable Evidence
- Plan Learning Experiences and Instructions

- Break It Down
- Prioritize
- Time

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