Last month, you worked on your long term project topic. You listed the beginning steps and so your work has begun. It may change a bit or a lot but it has started and to direct your work, here is a list of questions to answer next. The answers will set up a calendar so you can move forward and help you to be sure you complete all tasks.

1. Get a place (notebook or folder, paper or electronic) where you will keep all your LTP assignments and plans, changes in plans, meetings, names of people you talk with and their contact information, names of titles of people you want to talk to and their contact information, and notes from meetings, and readings as well as things you have learned for your long term project work so far.
2. Mark the week of August 24th as the time when you will begin to develop your presentation/report and display for graduation on September 19.
3. Find a place to put items you collect, such as business cards, brochures, photos you take or that you have people take of you, publications etc. that you may decide to use in your presentation or display.

After listing first steps for your work you should plan how and when to do things.

1. Meet with DC AP staff to get your project idea approved. This needs to be done as soon as possible, certainly by March 30 at the very latest.
2. Make a list of all the things you think you will need to do to accomplish your goal(s). List as many as you can think of at this early stage of your work. Re-read your list and put it in the order that makes most sense. This may be based on what can be done now, or on activities that will be happening at the same time or place, or on when you can get an appointment.
3. Now put dates on this list. These can be the exact date you plan to do this or the week or month. You may already have some of this and you may need more information to be specific. This may be a short list for now, but you will have the framework for what you will fill in later.
4. Make a list of all the people you may need to contact and include their contact information. These people may be:

* Decision makers who will need to be consulted, such as people to give you permission to do some aspect of this work. For example, if you want to interview people at the adapted swim class at the recreation center you will need to clear this in advance, or if you want to contact parents of school children you will need to have someone else send out your information.
* People who may be knowledgeable about your topic and who may be able to advise or help you. These can be professionals or consumers or participants; anyone whose perspective contributes to your work.
* People whose help you may need, such as someone to video something for you or take care of your children while you are doing this work.

1. Make a list of:

* People who will benefit from your work. This doesn’t need to be names of people who may benefit; it can be a description, for example, preschool teachers or first time voters.
* People who may support your work, people from other organizations who are interested in this, people who use these services or facility, relatives and/or friends of people who will benefit.
* People who may want to be involved in your work and partner with you.
* People who may publicize your work and help spread the word

1. And be sure to keep the following:

* A list of everyone you contacted or read about with dates and contact info
* Articles/books/brochures/websites you have read, including the title, date it was written, and author(s) or agency/organization who wrote it.
* Copies of all emails or letters you have sent and notes on phone or personal conversations so you remember what was said, what was promised and what you may have agreed to do.
* Business cards, brochures and perhaps photos you take of their work or your meeting/event: things you may use on your display.

And remember: Things may change, some plans may work fine, others may not work well, and you may get new ideas as you get into this project. You have your vision and a goal in mind to help you as you move toward accomplishing your goal.