

Task	Specific Time	Detailed description of task	Where I will get research for this/ how am I communicating?
Research my project and who I am working for	Thurs, Jan 27 for one hour, and Fri, Jan 28 for 25 mins	Research the CSU institute for Palliative Care group. Take detailed notes on the resources they provided. Learn who they are, and brainstorm what I want to create my project on	The institute provided a toolkit and website that I will use to gather my info. As well as the SL home page on Cougar Courses
Research how to write email/ edit resume	Wed, February 2 for 45 minutes	I will learn what makes up a professional email, then write it and send it to my mentor. I will then edit my previous resume and include that in my professional email	There are links on Cougar Courses that I will use to learn what a professional email is. I used an online resume builder to edit my resume
Learn how to use Canva	Wed, Feb 9 for 50 minutes	I will create an account with Cava and learn what features it has. Create blank templates and start navigating any issues I may have	I will use Canva.com
Work on infographic	Wed. Feb 16, and Feb 23, each for 1.5 hours	I will start working on my infographic on the first schedules day, and finish it on the second.	I will use the resources provided by the institution, and create my infographic on Canva.com
Work on worksheets	Wed, March 2, Wed March 9 for 2 hours each day	I will create one worksheet on the first scheduled day and the second on the second scheduled day. I may create three or four worksheets, depending on the time I have	I will use the resources provided by the institution an create my worksheets on Canva.com
Make final touches, review everything	Wed, March 16 for 1 hour	I will look over both my worksheets and infographic, adding final touches if needed	I will do this using Canva.com
Submit project	April 20, 30 minutes	I will submit my project to my professor and then email it to my institution	I will use Cougar Courses and email
TOTAL TIME	11 hours 30 mins		