Guide for Project Management

Once you have decided on a CBL project or PBL project to incorporate into a course, it is helpful to keep the big picture in mind as you move through the course. Managing a project over the course of a semester can be challenging because of the many (often moving) pieces. This guide should be helpful as you move through your course.

Project Management Checklist

**Before course starts and within first week or 2 of course:**

- Identify a project(s)/topic/social problem for course
  - Align with learning outcomes; work with students to identify interests and community organizations to identify needs
  - Contact CBL/SL office at your institution for support and existing documents pertaining to CBL work

- Identify a community partner or partners and craft project(s)
  - Remember that academic credit is for the learning, not service or quality of service performed
  - Community partners and their missions should fit with the course’s goals; placements should have a meaningful impact on the communities that students are serving
  - Create a list of “back-up” partners and projects
  - Consider career office and other departments as resources on campus

- Address risks with projects
  - Share with students, college/university and partners
  - Craft document or use existing document for students, institutions and partners to sign

**Ongoing throughout course:**

- Assessment of student experience
  - Refer to references on how to assess learning throughout semester; reflection of learning and connection to course content is key
  - Have students continue to both assess their experiences throughout course
  - Use multiple forms of assessment to assess learning
Students should not be completing a “one and done” experience but having a sustained and meaningful experience.

If specific hours are needed to credit, have students fill out timesheets.

- Communication with partners
  - Regular check-ins
  - Maintain list of future changes

- Reflection assignment/Final Project
  - Ongoing reflection is key to a successful learning experience
  - Return final project to community partner
  - Share work with institution/department and other offices

Resources

https://servelearnconnect.uky.edu/service-learning-best-practices