



# Project Planning Worksheet



This activity is not required to submit a proposal to the OurEcho Challenge, but it is a helpful guide to plan your OurEcho Challenge submission. Please upload this worksheet with your submission if you'd like to show the judges your design process.

In order to ensure that teams are meeting the basic requirements for a qualifying entry, we encourage you to use this Project Planning Worksheet alongside the [OurEcho Challenge Checklist & Winning Tips](#) and the [Scoring Rubric](#) prior to submitting your official entry. Students can also access the [OurEcho Challenge Glossary](#) if any terms are unclear.

## THE TEAM

**Team Name:**

**Lead Teacher/Mentor:**

Record the names of your team members and their roles. Students can enter in teams of 1-3. All team members must be in Grades 5 - 9 (ages 10 - 15) at the time of entry.

Name	Skills/Talents/Contributions

## What is the biodiversity issue that you are trying to address?

1. Describe the ecosystem that you/your team want to preserve, protect, or repair:

2. Explain an issue impacting biodiversity in the ecosystem described above:

3. How do you know that your issue is negatively affecting the ecosystem?

## How did you identify the issue?

1. Did you conduct your own study of this issue? If so, what observations or impacts have you recorded? Did you collect data through observation, environmental or social surveys, or some other way?
2. Has any scientific research been published about this issue? If so, summarize the scientific results you have found.
3. List additional stakeholders including any organizations that may also be working on this issue. Stakeholders are often investors, employees, customers, suppliers, communities, governments, or trade associations. For example, in a coastal fishing community, stakeholders may include scientists, fisherpeople, government groups, and citizens.
4. Keep a record of who conducted research and of your sources of information:

Team Member:

Source:

## What are the possible actions or strategies your team will take towards a solution?

Describe your proposed strategy. Use details from your research to support your solution.

### Strategy 1

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### Strategy 2

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### Strategy 3

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### Strategy 4

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How will your team develop your proposed solution? It may be helpful to follow the steps in the Engineering Design Process outlined below to answer the following questions.



## Engineering Design Process

The engineering design process is a series of steps that engineers use to find a solution to a problem. These steps include: defining the problem, brainstorming solutions, designing and building a prototype of the solution, testing the solution, and improving it.

1. Describe the constraints that you will use to develop your strategy into a solution.
2. Describe any previous action around your solution or pilot-testing that you or somebody else has already conducted.
3. Which of your possible strategies on page 4 will be most effective?
4. Why do you think this strategy will provide a good solution to the biodiversity issue you described on page 2?

## **Moving from Strategies to Solutions**

**How will your team measure success?**

**Short Term (What will change in 6 weeks)**

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**Medium Term (What will change in 6 months)**

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**Long Term (What will change 1 year and beyond)**



# OurEcho Challenge Entry Form

Use the following to draft your OurEcho Challenge entry.

## What is the issue/problem that you are hoping to address with your solution?\*

*Winning Tip: Please describe the ecosystem in your community you are looking to preserve, protect or repair. (150 words or less)*

## Why is this issue or problem important to you? \*

*Winning Tip: Be sure to describe how you identified this issue/problem. Please include research that informed your choice. This can be independent research or research results from a partner or mentor. (300 words or less)*

## Describe your idea for a solution to this issue/problem.\*

*Winning Tip: Don't forget to follow the Scientific Method or Engineering Design Process as you develop your solution. (500 words or less)*

**If you are awarded the grand prize, how will you develop your solution?\***

*Winning Tip: Be sure to describe any action that you have already taken or pilot-testing that you have already conducted. Begin work on creating a materials list, budget, and project timeline.*

**How will you measure whether your solution is successful?\***

*Winning Tip: Explain ways that you hope to measure the effects of your solution in the short term (6 weeks), medium term (6 months), and long term (1 year and beyond).*

**How will your project make biodiversity better in your community or the world?\***

*Winning Tip: Think of how your solution can create an environment for species to thrive. Also, brainstorm how you can get others involved to create a larger impact.*

**Before submitting your idea be sure to review the Official Rules and make sure each member has completed a Permission Form. This will help you submit a complete proposal!**