

Precedent Work Plan
(e.g., Public Legal Education Project)

Project Goals

1. Conduct research for presentations;
2. Brainstorm, as a group, how the information should be presented to have maximum impact;
3. Deliver presentations; and
4. Follow up on questions asked during presentations as needed with lawyer supervisor.

Deadline	Action	Done
By October 1	By this date I will have met with my organization supervisor to review the nature of my assignment, and discuss supervision, work product and expectations. I will finalize a presentation topic(s) with my organization supervisor.	
By October 7	I will have emailed my presentation topic(s) to my supervising lawyer and ask them to confirm. I will have also scheduled a meeting with my lawyer supervisor so that they can provide me with guidance as to sources / direction.	
By October 14	I will have met with my lawyer supervisor.	
By October 21	I will have started to research and prep my presentation(s).	
By November 7	I will check-in with my organization supervisor and lawyer supervisor with an overview of progress made on the presentation(s). I will ask my organization and lawyer supervisors for feedback.	
By November 30	I will submit my completed research / presentation outline(s) to my supervising lawyer and organization supervisor.	
By January 7	By this date I will have followed up with my organization and lawyer supervisors and ensured that they have provided me with feedback for revisions.	
By January 15	By this date I will have provided my organization supervisor my class schedule and availability for the purpose of scheduling PLE practice run-throughs and presentation(s).	
By January 25	I will have completed any additional research required and made all revisions. By this date I will also submit my revised presentation(s) to my lawyer and organization supervisors for final review.	
By February 1	By this date I will ensure that my organization supervisor has provided me with a confirmed schedule of presentation(s).	
By February 1 – February 18	Between these dates, I will complete a practice run-through of my PLE presentation(s) with my organization supervisor and lawyer supervisor.	
By February 21	I will begin presenting my PLE workshop(s).	
By March 25	My PLE presentation(s) will have been completed.	