# Weekly Assignment Write-up Template

Instructions: Complete this template each week based on your assigned materials (e.g., journal articles, book chapters, videos) and your project plan. The total word count for all answers should be between 300–400 words. Submit the completed document to D2L Assignments before the deadline.

## 1. What did you achieve and learn this week on your project plan, and how?

(Write your response here)

## 2. What did you fail to achieve this week on your project plan, and why?

(Write your response here)

## 3. What modifications to your project plan must you make?

(Write your response here)

## 4. What do you plan to achieve next week on your project plan, and how?

(Write your response here)

## Grading Criteria

• 90 points – Acceptable write-up (meets content, clarity, and word count requirements)

• 70 points – Unacceptable write-up (incomplete, unclear, or outside word count range)

• 0 points – No submission