

"Planning Backwards" - EXAMPLE

Week 1 (W/C 7th Oct) Understanding the Task	• Read the full assessment brief carefully • Highlight key requirements for all three components • Ask questions if unsure (in class or via email) • Begin early research (find 1–2 academic sources)
Week 2 (W/C 14th Oct) Research & Planning Component	• Find at least 3 credible sources (books, articles, websites) • Write short summaries and reflections for each source • Identify key challenges and opportunities • Draft your 500-word Research and Planning component
Week 3 (W/C 21st Oct) Finalise Component 1	• Edit and proofread the Research & Planning section • Double-check referencing and word count • Start outlining Component 2 (answering the question)
Week 4 (W/C 28th Oct) Writing the Report	• Write the Introduction and Challenges sections • Use your research and personal experience • Aim for 400–500 words written by the end of the week
Week 5 (W/C 4th Nov) Finish Report Draft	• Complete Opportunities and How Students Can Adapt sections

	• Write the Conclusion • Finalise the 800-word draft
Week 6 (W/C 11th Nov): Edit & Prepare Presentation	• Edit and proofread the full report (Component 2) • Finalise references and formatting • Begin creating your presentation slides • Practice timing your 5-minute delivery
Final Week (W/C 18th Nov) Final Checks	• Rehearse presentation out loud (with friends or in front of a mirror) • Submit written components • Deliver your 5-minute presentation • Submit everything by Friday 21st November