PLANNING A
Collaborative Writing Project

WRITING TOPIC
What are they writing about?

COLLABORATION EXPECTATIONS
What facets of the task require collaboration?

What are the discussion/decision-making facets that the group will have to talk through?

INDIVIDUAL TASKS & COMPONENTS
What facets of the task require individual focus that will then contribute to the group product?

How will you differentiate those individual tasks, if necessary?

CHECK-INS
Are there any mini-deadlines?

When will you meet with groups to assess the status of the writing product and the group's collaboration process?

REFLECTION & PEER ASSESSMENT
How will you assess the writing/product? What value will you give it?

How will you assess the collaboration/process? What value will you give it?

PRODUCT COMPONENTS
What do they have to turn in?

What technology will be used?

RESOURCE ACCESSIBILITY
How will they all access the group's collective work?

TIME FRAME
How long do they have to complete the project?

How much time is in class versus out of class?

Plan out the collaborative writing unit. Alternate between steps that require whole-group collaboration and individual contributions.

SKILL INSTRUCTION
What collaboration and communication skills are necessary for this project?

Everyone participates. All group members contribute meaningfully.

Listen with an open mind. Value others' ideas even if they differ from your own.

Ask questions and offer suggestions. Seek to understand and improve ideas through thoughtful questions and suggestions.

Work toward shared decisions. Group decisions require input from all members and a willingness to compromise.

Focus on group goals. Success is measured by the team's outcome, not personal contributions.

Communicate clearly and often. Keep each other informed about your progress, needs, and ideas so the group can stay aligned.

Support each other without taking over. Offer help when needed, but don't dominate; empower teammates to do their share.

Address problems, not people. Focus on solving issues together rather than assigning blame.

Be flexible and willing to adjust. Be ready to adapt your ideas, plans, or roles to benefit the group.

Stay committed, even when it's difficult. Frustration is normal, but giving up or checking out hurts the whole team.

Own the final product together. Everyone should understand, contribute to, and feel ownership of the final result—even if parts aren't perfect.