

Zest for Progress  
 Zeal of Partnership

## Technology and Livelihood Education

### Quarter 4 – Module 3: Constructing the Project Plan



Name of Learner: \_\_\_\_\_

Grade & Section: \_\_\_\_\_

Name of School: \_\_\_\_\_

JANUARY

*Makugihon*

FEBRUARY

*Mahigugmaon*

MARCH

*Matinabangon*

APRIL

*Matinahuron*

MAY

*Mahapsay og Malimpyog*

JUNE

*Maabtik og Musurod sa  
 Ihsaklong Oras*

JULY

*Maantigo og Maabilidad*

AUGUST

*Maginhuhunahunaon  
 para sa Uban*

SEPTEMBER

*Madaginaton*

OCTOBER

*Matinud-anon*

NOVEMBER

*Masaligan*

DECEMBER

*Maalumpyon*

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**Development Team of the Module**

**Developer:** Mary Ann Z. Cagatan  
Cheryl B. Solamillo  
**Editors:** Honoria Maryola O. AGUM  
**Reviewers:** Wenchor P. Agum  
**Team Leader:** Belen R. Talic  
**Illustrator:** Mary Ann Z. Cagatan  
**Layout Artist:** Mary Ann Z. Cagatan  
**Management Team:** **Felix Romy A. Triambulo, CESO V**  
**Oliver B. Talaoc, Ed.D.**  
**Ella Grace M. Tagupa, Ed.D.**  
**Jephone P. Yorong Ed.D.**  
**Jerry M. Perong**

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Office Address \_\_\_\_\_

Telefax: \_\_\_\_\_

E-mail Address \_\_\_\_\_



## ***What I Need to Know***

This module was designed and written with you in mind. It is here to help you understand fully about making a project plan. The scope of this module permits it to be used in many different learning situations. The language used recognizes the diverse vocabulary level of students. The lessons are arranged to follow the standard sequence of the course.

This lesson will expand your knowledge about making a project plan. The module is all about constructs project plan and needs (human, materials and nonmaterial) after going through this module, you are expected to:

- a. Considers deliberate policies on sustainable development in constructing the project plan
- b. Demonstrates resourcefulness and management skills in the use of time, materials, money, and effort
- c. Assesses the quality of enhanced product.



## ***What I Know***

A. Choose the letter of the best answer. Write the chosen letter on a separate sheet of paper.

1. It is the process by which an image is drawn in a loose manner.

It is rough representation of an object, an idea, or a principle.

- |               |              |
|---------------|--------------|
| A. Sketching  | C. Outlining |
| B. B. Shading | D. Drawing   |



# Lesson

## 3

# Constructing the Project Plan

Being able to use materials wisely will save time, money and effort. Moreover, if you know how to reuse and convert old materials into new and innovative products, you can also earn additional income. Do you know that some people became millionaires by selling surplus materials or buying and selling thrift shop items? What is considered as one man's waste, may still be useful to another person. All you need is diligence, perseverance, and a lot of creativity and resourcefulness, to help you come up with a project.

Working on a project with careful planning combined with diligent research and development efforts not only prevents wastage but also ensure the products marketability and saleability. This module will guide the student through the process of constructing a project.



### ***What's In***

In constructing project plan you must record properly the kind, quantity and amount of materials that it is easy to buy and prepare for the project. It is important to know the total amount of the materials needed so that you can prepare the money or budget. Aside from the materials, you should know what tools/equipment are appropriate in making your project. Having experience and expertise in the use of tools/ equipment will help to finish the project smoothly and on time. Then study the procedures/ steps to follow when doing the project. It test your ability to follow directions. No materials will be wasted if there are specific steps to follow.



### ***What's New***

#### **Sustainable Development**

Improving the people's welfare not generations. When valuable natural resources are used for a project, there is always the underlying issue of sustainable development.

A responsible member of the community must always ensure that his or her actions does not undermine humanity and the environment. As such he or she must ensure that:

1. Environmental integrity is maintained and that the health and security of others in the community and the life-sustaining ecosystems are ensured.
2. Social equity is not compromised and that the development of communities and respect for diversity are ensured.
3. Economic efficiency is pursued hand in hand with ecological and social responsibility.

#### Health and Safety Measures:

It is important to know the necessary precautions in order to have successful project making.

1. Focus on the task.
2. Use working clothes or wear an apron. Make sure you wear something comfortable to make it easier to move around and perform the task.
3. Prepare all materials, tools, and equipment required before starting the project.
4. Place the equipment beyond the reach of younger children and keep your things orderly.
5. Read and follow carefully instructions on the use of chemicals.
6. Use safe goggles to protect the eyes from harsh chemicals
7. Use appropriate tools for the task.
8. Avoid leaving the containers of glue, varnish, rugby, and other liquids uncovered.
9. Be careful in handling sharp objects in order to avoid injury.
10. Clean and keep the tools and equipment in their proper storage after using them.
11. Clean and wash your hands after working.
12. If ever you get hurt or injured, immediately inform the teacher so that you can be given first aid treatment.

#### **Resourcefulness and management skills in the use of time, materials, money, and effort:**

In planning your project for finished products you must know how to be resourceful in using time, materials, money and effort.

##### **A. Time**

Manage time effectively to achieve goals.

There are some tips in managing time:

1. Group similar tasks so that it can be accomplished at the same time. Learn to organize your tasks. Prioritize your tasks to be done and be faithful to deadlines set.

2. Keep a journal and make a list of what needs to be accomplished for a day, a week, or a month.
3. Delegate some tasks to others, a good manager delegates. Share responsibilities so others may learn. You may make a work schedule for all persons involved.

## **B. Money**

One of the most important things in running a business is managing money or finances well.

You have to make sure that money is managed effectively:

1. Buy cheap but durable materials for the products.
2. Do not overspend for materials, resources, etc. Budget and allocate your funds efficiently.
3. Set your budgets early. This will prevent spending more than what you have to.
4. Keep accurate records of all transactions.  
Keep all receipts.
5. Be prepared for unexpected expenses.  
Reserve funds for such, or save.



## ***What is It***

Preparing a project plan for finished products:

In preparing a project plan for enhancing the finished product, consider the drawing of the product to be enhanced as a guide. You must make sure that the policies of sustainable development are followed in making the project. Wise management of resources and skills should be implemented

The following is an example of a project plan in enhancing a finished product.

### **SAMPLE PROJECT PLAN**

- I. Name of the Project: Decoupage Wooden Jewelry Box
- II. Objectives
  1. Use appropriate materials and tools.
  2. Follow the correct procedure in enhancing a jewelry box.
  3. Produce an enhanced jewelry box with good quality
- III. Materials and Tools
  - A. Marerials

Quantity	Materials	Unit Cost	Total Cost
1 piece	Wooden jewelry box	80.00	80.00
1 bottle	glue	45.00	45.00
1 can	paint	66.00	66.00
1 pack	Assorted scrapbook papers	90.00	90.00
1 set	stickers	50.00	50.00
total			331.00

B. Tools

1. Paintbrush
2. Cutter or scissors
3. Ruler
4. Sand paper

IV. Design or Sketch

V.

BEFORE

AFTER

--	--

VI. Procedure

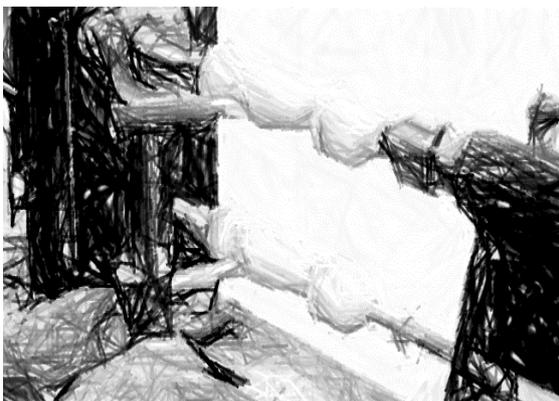
1. Smoothen the jewelry box using a sandpaper.
2. Paint the edges, drawer knobs, and inside drawers of the jewelry box using brush and paint.
3. Place scrapbook papers as decoupage decorations on the boxes of the jewelry box. Cut the papers within the same size of the drawers leaving a 2 to 3 mm gap of allowance to make the painted edges visible. Use a cutter to create a hole in the knobs of the drawers.
4. Glue the scrapbook papers on the drawers.
5. Add stickers as decorations on drawers.
6. Polish the jewelry box by applying combination of glue and water. A finishing top coat also be used.
7. Let it dry.

Write your observations/ remarks/ suggestions about the product

Criteria	Percentage	Remarks
1. Creativity and Innovation		
Originality of design	10%	
Artistic Merit	10%	
Combination of materials	10%	
2. Process		
Use of appropriate tools, materials and equipment	10%	
Methods/Workmanship/Degree of Difficulty	10%	
Safety work habits	10%	
3. Marketability		
Quality/Durability	10%	
Purpose/Functionality	10%	
Affordability	5%	
Visual Appeal	5%	
4. Time Management(wise use of time/speed)		
10%		
100%	Total	

Woodcraft and bamboo craft can be enhanced using a variety of methods and techniques. These include:

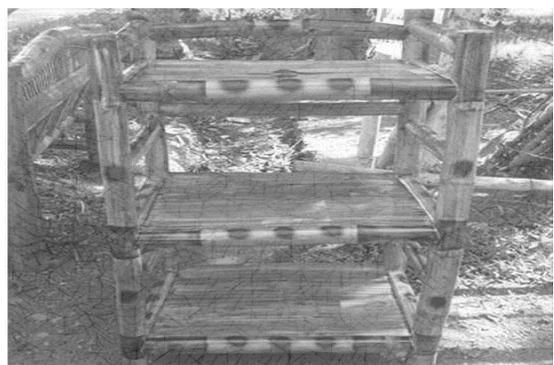
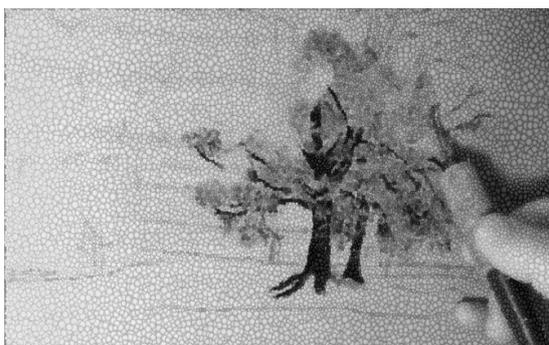
Woodturning is a process of using a lathe to make various forms and shapes of wood



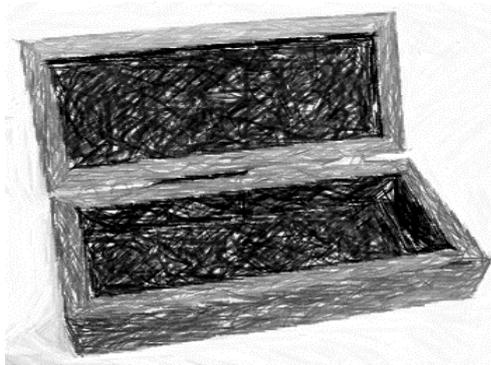
**Hand carving** is considered a woodcraft in which a sharp object is used to create designs on the wood. Various textures and surfaces can be created using this technique. Tools such as chip carving knife, gouges, and chisels are used.



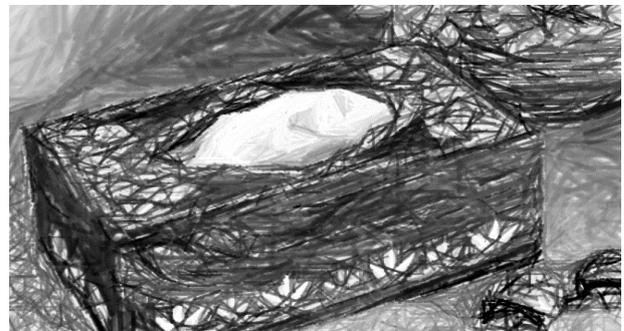
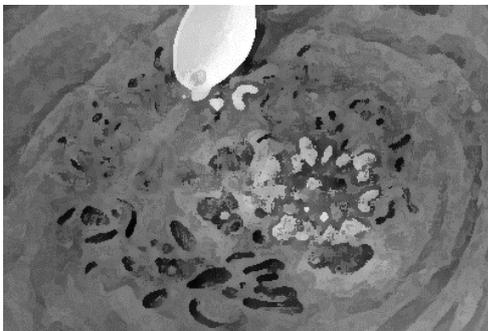
**Pyrography** is considered an art using a fire or heat to decorate wood or leather.



**Flocking** technique lines the interior of drawers and boxers with a soft velvety finish.



**Inlaying** combines several techniques that involve inserting decorative pieces in to a base object to incorporate new designs on the original product.



**Gilding** is considered as a decorative technique in which powder is applied on wood or other materials to give a thin coating of gold. Methods of this technique include glueing, chemical gilding, and electroplating.



## ***What's More***

Directions: Place a check under a resource that you value for each row.

Legend:

**T** – Time                      **R**- Resourceful  
**M** – Money                    **E**- Effort

Task	T	M	R	E
1. Working according to the given schedule.				
2. Doing and making the assigned task.				
3. Arranging the dish garden in a creative way.				
4. Saving a small portion of the allowance daily.				
5. Multitasking (doing two or more tasks at the same time)				
6. Find ways in creating a recipe of a new food item.				
7. Buying clothes for long term use.				
8. Having recreation activities to forget problems.				
9. Expenses that come regularly.				
10. Money earned from business.				



## ***What I Have Learned***

Directions: Read and answer the questions below.

1. What are the health and safety measures to be observed in enhancing finished products? \_\_\_\_\_  
 \_\_\_\_\_
  2. What are the pointers on how to manage money resources in enhancing a finished product? \_\_\_\_\_  
 \_\_\_\_\_
  3. How will you manage your time?  
 \_\_\_\_\_  
 \_\_\_\_\_
  4. How will you follow the steps in making a project? \_\_\_\_\_  
 \_\_\_\_\_
-



## **What I Can Do**

Practical Activities:

How do you manage your time, money, effort and materials in making a project plan?

Directions: Which is being described in the given statement. Choose your answer from the box.

Time	effort
Money	materials
resourceful	

- \_\_\_\_\_ 1. Follow the specific steps to finish the project smoothly.
- \_\_\_\_\_ 2. Set deadline/time frame when to finish your project.
- \_\_\_\_\_ 3. Budget your expenses and make a list on the things needed for your project.
- \_\_\_\_\_ 4. Knows the proper materials that will be needed in the project.
- \_\_\_\_\_ 5. Ability to find quick and clever ways to overcome difficulties.



## **Assessment**

Let's see how much have you learned today!

Directions: Read the question carefully and write the letter of the correct answer.

- \_\_\_\_\_ 1. It is a process of using a lathe to make various forms and shapes of wood.  
A. woodturning    B. hand carving    C. pyrography    D. Drawing
- \_\_\_\_\_ 2. It is a method of creating designs on the wood using sharp object.  
A. Pyrography    B. hand carving    C. flocking    D. Painting
- \_\_\_\_\_ 3. Which is considered an art using fire or heat to decorate wood?  
A. Gilding    B. Inlaying    C. pyrography    D. hand carving

- \_\_\_\_\_ 4. What is the most important things in running a business?  
 A. time                      B. money                      C. materials                      D. effort
- \_\_\_\_\_ 5. It is the improving the people's welfare not only the present but also future generations.  
 A. Resourceful and management  
 B. Material and tools  
 C. Project plan  
 D. Sustainable development
- \_\_\_\_\_ 6. What will you do to make your tasks to be done and be faithful to deadlines set?  
 A. Time management                      B. Effort                      C. Resourceful                      D. Money
- \_\_\_\_\_ 7. If you are doing a project or work, how will you manage your time?  
 A. Manage time immediately                      C. Manage time accurately  
 B. Manage time effectively to achieve goals                      D. Manage time slowly
- \_\_\_\_\_ 8. How will you follow the steps in making the project?  
 A. careful planning                      C. Preparing materials  
 B. B. constructing a project                      D. working on a project
- \_\_\_\_\_ 9. Is time important in making a project?  
 A. yes                      B. no                      C. sometimes                      D. uncertain
- \_\_\_\_\_ 10. It is the ability to find quick and clever ways to overcome difficulties on a project.  
 A. Materials                      B. Money                      C. Effort                      D. Resourceful



## ***Additional Activities***

### **Rubrics on Evaluating Product**

Criteria	Percentage	Remarks
1. Creativity and Innovation		
Originality of design	10%	
Artistic Merit	10%	
Combination of materials	10%	
2. Process		
Use of appropriate tools, materials and equipment	10%	
Methods/Workmanship/Degree of Difficulty	10%	
Safety work habits	10%	
3. Marketability		
Quality/Durability	10%	
Purpose/Functionality	10%	
Affordability	5%	
Visual Appeal	5%	
4. Time Management(wise use of time/speed)	10%	
Total	100%	



## ***Answer Key***

**What I Know**

1. A
2. B
3. C
4. C
5. A

**What's More**

1. R
2. S
3. R
4. M
5. E
6. R
7. M
8. R
9. M
10. M

**Assessment**

1. A
2. B
3. C
4. B
5. D
6. A
7. B
8. A
9. A
10. D

**WHAT I CAN DO**

**A.**

1. EFFORT
2. TIME
3. MONEY
4. MATERIALS
5. RESOURCEFUL

**B.**

1. B
2. D
3. E
4. A
5. C

## ***References***

Modified In-School Off-School Approach Modules (MISOSA) Self-Instructional Materials, Department of Education, Revised 2010 DepED Learning Resource Management and Development System