INFORMATION MANAGEMENT PROCESS
SEARCH PLAN

1. CLARIFY INFORMATION NEED – TOPIC / QUESTION

I need to find out ________________________________________________________________

2. ACCESS & RETRIEVE RESOURCES

Search words / Keywords ________________________________

Places to look · General encyclopedias
· Specific encyclopedias
· Books
· Online databases
· WWW sites

3. EVALUATE RESOURCES

___ Has information I need?
   ____ Index
   ____ Table of contents

___ Current?
___ Accurate?
___ Readable?
___ Unbiased?

4. ANALYZE INFORMATION

*** WRITE MLA CITATION ***

___ Skim for relevant information
___ Read for answers to questions
___ Take notes
___ Organize notes

5. SYNTHESIZE INFORMATION

___ Combine information from different sources
___ Combine with prior knowledge
___ Come to conclusion based on information
___ Decide how to share what was learned