

Module 10 – Blueprint for Your Own History Project

Your Personal Family History Planning Workbook

"Every story needs a keeper. Now you're it."

Section 1 — PROJECT PLANNING TEMPLATE

Section A: My Project Vision

Working title for my project:

My primary subject(s) — person(s), family line, or time period:

Intended audience:

Immediate family only Extended family Local/community Broader public

Format I'm aiming for:

Printed book PDF Family website Digital scrapbook Combination

What drew me to this project? (One sentence):

Section B: My Research Summary (from Missions 6–9)

**Key records I found:*

1. _____

2. _____

3. _____

Unanswered questions I still want to explore:

1. _____

2. _____

My most important discoveries:

Section 2 — CHAPTER OUTLINE & PROJECT TIMELINE

My Chapter / Section Outline

#	Chapter or Section Title	Key Ancestor or Event	Records to Include	Status
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

My Project Milestone Timeline

Milestone	Description	Target Date
1 — Research Complete	All key records gathered and organized	
2 — Draft Outline	Chapter structure and scope finalized	
3 — First Draft	Complete first draft written	
4 — Family Review	Shared with family for feedback and corrections	
5 — Final Edit	Revisions complete; proofread done	
6 — Share / Publish	PDF sent, book ordered, or website published	

Section 3 — REFERENCE SHEETS

Citation Style Reminder

Every citation needs just three things:

1. Who created it?

The person, institution, or organization that produced the record.

Example: "State of Ohio, Bureau of Vital Statistics"

2. What is it?

The document type, date, names, and any identifying details.

Example: "Death certificate for Heinrich Brauer, filed 14 March 1902, Certificate No. 4471"

3. Where did you find it?

The archive, website, database, or physical location where you accessed it.

Example: "Ancestry.com, Ohio Deaths, 1908–1953, accessed 10 February 2026"

Tip: Build citations as you go. Adding them later takes three times as long.

"From Research to Story" — A Reflection

Publishing Checklist

Before you share your family history project, confirm:

- [] All names are spelled consistently throughout
- [] Dates are in a consistent format (e.g., 14 March 1902 or 3/14/1902 — pick one)
- [] All photos are labeled with names, dates, and context
- [] Image rights are confirmed (family photos, AI-generated images, or public domain)
- [] Sources are cited for all key facts and records
- [] A family member has reviewed the draft for factual accuracy
- [] Privacy: living individuals are identified only with their consent
- [] The project has been proofread by at least one other reader
- [] File is backed up in at least two locations (cloud + external drive)
- [] You have chosen a format and distribution method, and it is ready to go

Operation Granny Files — Genealogy 101 Capstone

operationgrannyfiles.substack.com
