In this interactive presentation, we will explore strategies for scaffolding popular project management methodologies used in a variety of professional settings to work in the K-12 classroom. Participants will learn simple approaches to reconceptualize “to do” lists and team roles to efficiently chunk tasks and resources while equitably distributing responsibilities among team members remotely, in person, and anywhere in between. The tools and resources provided in this presentation are best suited for students in grades 6-12, but the underlying ideas and techniques are accessible for all ages.