

Project Checklist

Name _____

Project _____

1. Proposal Phase

___/___/___ Create Project Binder; begin to log time (*Refer to Project Binder Components form in VNS Binder*)

Design Proposal:

___/___/___ Write Rationale including Standards & Focus Skills; get parent & advisor approval

___/___/___ Complete Preliminary Research

___/___/___ **Proposal Meeting/Comments:**

2. Research Phase

___/___/___ Contact expert/primary source; schedule appointment(s)

___/___/___ Read and take notes on all sources; note source information & page number

- Encyclopedia
- Interviews
- Field Trips
- Books
- Magazine/Journal Articles
- Websites
- Video/DVD
- Pamphlets
- Government Documents
- TV/Radio Programs
- CD-ROMs
- Music Recordings
- Works of Art
- Other: _____

___/___/___ Complete Works Cited (MLA format)

___/___/___ Organize notes according to Research Questions

3. Planning Phase

___/___/___ **Advisor Review/Comments:**

Determine Products:

___/___/___ Create sketches, outlines, plans, storyboards, etc.

___/___/___ Complete supply list

Project Checklist *(Continued)*

4. Production Phase

___/___/___ Create & number first drafts of all products

Revision:

Repeat until quality is achieved!

___/___/___ Self-revise all products
 ___ Read & revise idea/content
 ___ Read & revise structure/organization
 ___ Read & revise for Communication & Focus Skills

___/___/___ **Advisor Review/Comments:**

Editing:

Repeat until quality is achieved!

___/___/___ Self-edit all products
 ___ Read & edit fluency/transitions
 ___ Read & edit word choice
 ___ Read & edit conventions

___/___/___ Peer Review: Have reviewer sign, date & write suggestions on draft; make changes

___/___/___ Parent/Adult Review: Have reviewer sign, date & write suggestions on draft; make changes

5. Pre-assessment Phase

___/___/___ Send thank-you note to primary resource

___/___/___ Calculate total project hours

___/___/___ Revise standards, if necessary

___/___/___ Create project slide in electronic portfolio; save related work and create hyperlinks

___/___/___ Organize all project components in project binder

___/___/___ Write End-of-Project Analysis (*Refer to guide in VNS Binder*)

___/___/___ Plan & practice presentation (*Refer to Assessment Preparation Guide in VNS Binder*)

___/___/___ **Advisor Review/Comments:**

6. Assessment Phase

___/___/___ Fill out Progress Chart

___/___/___ Make copy of rubric & standards for your advisor

___/___/___ Display product(s) with your name, title & typed summary of project