


Performance-based Project Checklist

1. Proposal Phase

- ___/___/___ Create Project Binder;
begin to log time
*(*Refer to Project Binder Table of Contents form in VNS binder)*
- ___/___/___ Create Project Journal

Design Proposal:


-  1. ___/___/___ Write Rationale including Standards & Focus Skills; get parent & advisor approval
2. ___/___/___ Complete Preliminary Research
3. ___/___/___ Create a practice schedule

___/___/___ **Proposal Meeting**

Comments:

Due: ___/___/___

2. Research Phase (Optional)

- ___/___/___ Find a program that focuses on performance skills
- ___/___/___ Contact expert/primary source 
Who can answer questions, guide practice, evaluate progress; 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

Due: ___/___/___

3. Planning Phase

___/___/___ **Advisor Review**

- Determine products/ performance material that displays progress

Comments:

- ___/___/___ Create sketches, outlines, plans, storyboards, etc.
- ___/___/___ Complete supply list

Due: ___/___/___

4. Production Phase

- ___/___/___ Create & number first drafts of all products
- Prepare final performance
 - Complete post assessment, Analyze results

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/performances
- Read & edit fluency/transitions
 - Read & edit word choice
 - Read & edit conventions
- Peer Review: Practice performance for a peer have reviewer sign, date, & write suggestions on draft
 - Edit products
 - Parent/adult Review: Practice performance for an adult. Have reviewer sign, date, & write suggestions on draft
 - Edit products

Due: ___/___/___

5. Pre-Assessment Phase

Allow 1 week before Assessment Date to complete these steps!

- ___/___/___ 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:

Assessment Meeting: ___/___/___

6. Assessment Phase



- ___/___/___ Complete final performance
- ___/___/___ Fill out Progress Chart
- ___/___/___ Make copy of rubric & standards for your advisor
- ___/___/___ Display product(s) with your name, title, & typed summary of project
-  Share your success with your parents!