Project Checklist

Name _____

Project _____

1. Proposal
Phase Deadline: __/__/__

☐ 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:**

☐ Enter phase deadlines on calendar

Actual Phase Completion Date:__/__/__

2. Research
Phase Deadline: __/__/__

☐ 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

Actual Phase Completion Date:__/__/__

3. Planning
Phase Deadline: __/__/__

__/__/__ **Planning Meeting Notes:**

☐ Create sketches, outlines, plans, storyboards, etc.

☐ Complete supply list

Actual Phase Completion Date:__/__/__

4. Production
Phase Deadline: __/__/__

- ☐ Create & number first draft of written product(s)

- ☐ Create & number first draft of non-written product(s)

Revision:
Repeat until quality is achieved!

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

- ☐ **Submit products to Advisor for Review**

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

Actual Phase Completion Date:__/__/__

5. Pre-assessment
Phase Deadline: __/__/__

- ☐ Send thank-you note to primary resource

- ☐ Review logs & calculation of hours; print logs, & add to binder

- ☐ Revise standards; update Core Areas of Study chart

- ☐ 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)*

__/__/__ **Pre-assessment Meeting Comments**

Actual Phase Completion Date:__/__/__

6. Assessment
Scheduled Assessment Date: __/__/__

__/__/__ **Assessment Meeting Comments**

- ☐ Fill out Progress Chart

- ☐ Make copy of rubric & standards for your advisor

- ☐ Display product(s) with your name, title & typed summary of project

- ☐ Archive work for Year-in-review Conference