

Project Checklist

⊗ *Note: Feel free to copy this form and use for each project you design.*

Project: _____ **Domain Area:** _____

Date Due: _____ **Possible points:** _____

- Used self-assessment to choose scope of project.
- Completed project proposal, referring to pages A-11 and 12, using the first five columns; Description & Rationale, Objectives, Procedures & Resources, & Timeline, Evaluation.
- Approved by practicum instructor.
- Introduced projects to internal support team, received feedback & modified as necessary.
- Sought ongoing feedback, guidance, and support from internal team (minimum of 10 contacts).
- Wrote up project summary & reflection using the components of your Action Plan:
 - Description & Rationale
 - Objectives
 - Procedure & Resources
 - Timeline
 - Evaluation & Sustainability**
 - Reflections & Comments**
- Took steps to ensure sustainability of project.