

Project Checklist for Students

Group Members _____

Task	Description	Group Member Responsible	Target Date	Done
1	Identify project focus.			
2	Decide on project result to be shared (performance or products).			
3	Determine resources available and supplies needed.			
4	Make work plan and assign responsibilities, including making sure you have needed supplies.			
5	Do first round of work and share first results. Make any adjustments to plan that seem necessary, including asking for assistance or assessment of your direction.			
6	Continue research and second round of work.			

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7	Think further about how results will be presented. Begin to fill in more details of presentation plan.			
8	Double check where everyone is and how the work fits together.			
9	Driving question has been answered.			
10	Draft actual product or practice performance.			
11	"Dress rehearsal"			
12	You're on!			