

Project Learning Competition Checklist

Keep Project on Track

Phase	Task	Evidence (Artifacts/Products)	Project Management Terminology
Define	Chose Topic <ul style="list-style-type: none"> • Share what you know • Discover what you need to know • What are you going to do • Why do it • When do it • Who is the project for (audience) 	<ul style="list-style-type: none"> • Product Description • Project Overview Description 	<ul style="list-style-type: none"> • Statement of Work • Project Charter • Stakeholders • Scope
Plan	<ul style="list-style-type: none"> • Plan the activities • How will activities be accomplished • When will they be done • What resources are needed • How will team collaborate and communicate 	<ul style="list-style-type: none"> • Roles and Responsibilities Matrix, Chart • Schedule including responsibilities • Team agreement 	<ul style="list-style-type: none"> • Work Breakdown Structure • Critical Path Method • Roles and Responsibilities Chart • Budget • Risk Assessment • Communication plan
Do	<ul style="list-style-type: none"> • Get the project moving • Perform and track the activities and tasks according to plan • Create the product • Completed research • Present results • Celebrate 	<ul style="list-style-type: none"> • Finished artifacts (website, video, podcast, model, bibliography, citations, research results) • Submit compliance document • Complete application/registration 	<ul style="list-style-type: none"> • Project Deliverables • Monitoring & Controlling
Review	<ul style="list-style-type: none"> • Project team reflection • Formative evaluation • Competition judging 	<ul style="list-style-type: none"> • Lessoned Learned Report 	<ul style="list-style-type: none"> • Lessons Learned • Close Out • Evaluation Assessment