Identify a concern
Ask yourself—
• Which project ideas deal with concerns that are most important to me?
• Which could lead to an in-depth project?
• Which can be finished in the time available?

My top concern is: ___________________________________________________________________________________

Set a goal
Here’s what I hope to accomplish:

By __________ , I will improve _______________________________________________________________

by _________________________________________________________________________________________________.

Form a plan
Here’s my plan:

Who:

What:

When:

Where:

How:

Resources: Attach a separate sheet listing people, publications, and community agencies that can help you with your project.
Proposed Project Checklist
Share this checklist with your adviser and/or evaluation team before starting your project.

Is the goal realistic for the available time?  yes  no
Is it an in-depth project?  yes  no
Is the project related to the unit topic?  yes  no
Is the member assuming full responsibility for the project?  yes  no
Is the project plan complete and clearly stated?  yes  no
Will the project be the work of one individual?  yes  no
Are the planned activities meaningful and significant to the project?  yes  no

Answers to all questions should be “yes” for member to proceed.

Revisions suggested:

Adviser Signature ____________________________ Date ____________________________

Act
Here’s what I accomplished:

Follow up
Here’s what I learned:

What were the most successful parts of your project?

What would you change if you repeated the project?

Follow-up checklist (to be completed by adviser and/or evaluation team)

Did the student—
Achieve the original goal?  yes  no
Complete all planned activities?  yes  no
Devote in-depth effort to the project?  yes  no
Complete the project alone?  yes  no

Answers to all questions must be “yes” for approval of project.

Adviser Signature ____________________________ Date ____________________________