



FINAL PROJECT - STUDENT CHECKLIST

TASKS	Student Name	Strategies Needed
1. Model – 3D Simulation Animation		
2. Powerpoint Presentation		
3. Poster Board		
4. Pamphlet		
5. Other		
<p>Project Binder: organizes the documents in a professional manner that are associated with the planning and documentation of the project. This should summarize the process your group worked through to develop its solution and final project. The binder may contain the following:</p> <p>Cover page – Includes Logo and a descriptive title along with group member names and roles; should reflect the team’s “image”.</p> <p>Executive Summary – A short summary of the whole report; describes the major features of the report, draws a conclusion and makes a recommendation; written last, after the rest of the binder is completed.</p> <p>Table of Contents – Shows the contents and arrangement of the report; includes a list of appendices, list of figures, and lists of tables</p> <p>Introduction – Clearly identifies the choice of problem and provides background information for the discussion to follow.</p> <p>Discussion or Body of Report – A well-organized narrative that provides all the details, evidence (experimental and researched), and data needed to effectively communicate the following:</p> <ul style="list-style-type: none"> - the project definition - team’s goals, constraints, and specific concerns - the problem statement and all possible ideas for solutions; should also describe the criteria used to select a solution and briefly discuss why equally valid alternatives were dismissed - summary of research (Citations must be included) - detailed description of final solution including diagrams, and a discussion of costs, problems, impact on Lucas, and a cost-benefit analysis <p>Conclusion – A summary of what the team accomplished and what was learned.</p> <p>Recommendations – What should be done next based on conclusion and discussion.</p> <p>Reference List – APA style</p> <p>Appendices – A storage area of documents that support the discussion (research summaries; experimental data; Why-why; K/T analysis; problem clarification; drawings; etc)</p>		