

Project Plan Checklist

Use this checklist to monitor the quality of your Project Plan.

Targeted Assessment Standards	
<input type="checkbox"/> Are addressed in Procedures	Comments
<input type="checkbox"/> Are assessed	
<input type="checkbox"/> Are appropriate for the duration of the project	
Project Goal	
<input type="checkbox"/> Describes specific behaviors, knowledge and/or products	Comments
<input type="checkbox"/> Can be assessed	
<input type="checkbox"/> Focus primarily on meeting broader curricular goals, not on learning ICT skills	
<input type="checkbox"/> Require deep understanding	
Focus Question—Guiding questions for the project	
<input type="checkbox"/> Are open-ended questions with more than one right answer	Comments
<input type="checkbox"/> Require higher-order thinking, cannot be answered by simply recalling facts	
<input type="checkbox"/> Address assessment standards	
<input type="checkbox"/> Go to the heart of the project	
<input type="checkbox"/> Are large enough to cover most of the project's topics	
Content Questions—Fact-focused questions that directly support the project	
<input type="checkbox"/> Have factual answers, where appropriate	Comments
<input type="checkbox"/> Support the Focus Question	
<input type="checkbox"/> Directly address project goals and assessment standards	
Assessment Plan and Assessments	
<input type="checkbox"/> Include formal and informal strategies	Comments
<input type="checkbox"/> Are ongoing throughout the project	
<input type="checkbox"/> Assess higher-order thinking	

<input type="checkbox"/> Assess 21st Century skills	
<input type="checkbox"/> Can be used by learners where appropriate	
<input type="checkbox"/> Use all 5 assessment strategies: <ul style="list-style-type: none"> • Gauging learner needs • Encouraging self-direction and collaboration • Monitoring progression • Checking for understanding and metacognition • Demonstrating understanding and skill 	
<input type="checkbox"/> Address all assessment standards	
<input type="checkbox"/> Address the project goal	
Procedures: Learner Work	
<input type="checkbox"/> Is meaningful	Comments
<input type="checkbox"/> Is learner-centred	
<input type="checkbox"/> Has a real-world focus	
<input type="checkbox"/> Addresses assessment standards and Curriculum-Aligned Questions	
<input type="checkbox"/> Requires deep understanding	
<input type="checkbox"/> Requires higher-order thinking	
<input type="checkbox"/> Requires 21st Century skills	
Procedures: ICT Integration	
<input type="checkbox"/> Deepens understanding of topic	Comments
<input type="checkbox"/> Is integral to the learning process	
<input type="checkbox"/> Is reasonable, feasible, and age-appropriate for the targeted learner group	
<input type="checkbox"/> Focuses on supporting and enhancing learning	
Overall Procedures	
<input type="checkbox"/> Spell out all necessary steps	Comments
<input type="checkbox"/> Refer to Curriculum-Aligned Questions	
<input type="checkbox"/> Address higher-order thinking	
<input type="checkbox"/> Address 21st Century skills	

<input type="checkbox"/> Include variety of research-based learning strategies	
<input type="checkbox"/> Include strategies to meet the needs of diverse learners (adjusting content, varying processes, encouraging learner choices, and so forth)	
<input type="checkbox"/> Require learners to take active roles as problem-solvers, decision-makers, investigators, and documentarians	
<input type="checkbox"/> Include appropriate amount of time to adequately address all assessment standards and the project goal	

<input type="checkbox"/> Assess 21st century skills	
<input type="checkbox"/> Can be used by students	
<input type="checkbox"/> Use all 5 assessment strategies: <ul style="list-style-type: none"> ○ Gauging student needs ○ Encouraging self-direction and collaboration ○ Monitoring progress ○ Checking for understanding and metacognition ○ Demonstrating understanding and skill 	
<input type="checkbox"/> Emphasize content learning	
<input type="checkbox"/> Address all standards	
<input type="checkbox"/> Address all objectives	
<input type="checkbox"/> Contain content-specific criteria	
Procedures: Student Work	
<input type="checkbox"/> Is meaningful	Comments
<input type="checkbox"/> Is student-centered	
<input type="checkbox"/> Has a real-world focus	
<input type="checkbox"/> Addresses standards and Curriculum-Framing Questions	
<input type="checkbox"/> Requires deep understanding	
<input type="checkbox"/> Requires higher-order thinking	
<input type="checkbox"/> Requires 21st century skills	
<input type="checkbox"/> Connects ideas across and within topics	
Procedures: Technology Integration	
<input type="checkbox"/> Deepens understanding of content	Comments
<input type="checkbox"/> Is integral to instruction	
<input type="checkbox"/> Is reasonable, feasible, and age-appropriate for the targeted student group	
<input type="checkbox"/> Focuses on content learning	
Overall Procedures	
<input type="checkbox"/> Spell out all necessary steps	Comments
<input type="checkbox"/> Refer to Curriculum-Framing Questions	
<input type="checkbox"/> Address higher-order thinking	
<input type="checkbox"/> Address 21st century skills	
<input type="checkbox"/> Include variety of research-based instructional strategies	
<input type="checkbox"/> Include strategies to meet the needs of diverse learners (adjusting content, varying processes, encouraging student choices, and so forth)	
<input type="checkbox"/> Require students to take active roles as problem-solvers, decision-makers, investigators, and documentarians	
<input type="checkbox"/> Include appropriate amount of time to adequately address all standards and objectives	

