Project Plan Checklist
Dangerous Decibels

Use this checklist to make sure you include everything in your project plan that will make your final project successful and high quality.

- ☐ We broke down our project into tasks that we can track easily.

- ☐ We assigned tasks fairly in ways that take advantage of our strengths and help us improve on our weaknesses.

- ☐ We were specific about the resources we will need and how we will get them, including equipment and people.

- ☐ We considered important events and dates, such as holidays and school events, when assigning task due dates.

- ☐ We assigned reasonable task due dates, as long as we all work hard.

- ☐ We thought about what tasks need to be completed in order to complete other tasks.

- ☐ We included back-up plans in case some things do not go as we hope.

- ☐ We asked at least two people from other groups to look over our plan to see if we forgot anything.

Project Plan Reviewers: _____ _____

- ☐ We created a document of our project plan and posted it to our Dangerous Decibels wiki.

- ☐ We keep our project plan updated with our progress and modify it when necessary.

I agree to follow the project plan and to help my group members if unexpected challenges arise.

_____   Date _____

_____   Date _____

_____   Date _____

_____   Date _____

_____   Date _____