Virtual Ambassador Project Management Checklist

Directions: Use the questions to guide your work on the project.

What do I know now?

	Explanation—be specific. Use an extra sheet of paper if necessary.
These are the questions I asked myself to help me think about what I know:	
This is how I organized my current knowledge:	
These are the predictions I made about what I think I am going to learn:	

What are my options?

	Explanation—be specific. Use an extra sheet of paper if necessary.
These are the possibilities I identified:	
These are the options I explored:	
These are the choices I made:	
These are the opportunities I created:	

Copyright © 2010 Intel Corporation. All rights reserved. Adapted with permission. Intel, the Intel logo and the Intel Education Initiative are trademarks of Intel Corporation or its subsidiaries in the U.S. and other countries. *Other names and brands may be claimed as the property of others.

What do I need to find out?

	Explanation—be specific. Use an extra sheet of paper if necessary.
This is my research strategy plan:	
This is the necessary information I collected to make an informed decision:	

What choices will I make and how will I implement them? What goal setting strategies can I use now and in the future?

	Explanation—be specific. Use an extra sheet of paper if necessary.
This is how I will synthesize the information into my own thoughts:	
This is how I will communicate the information thinking about my audience and purpose:	
This is my plan of action to pursue my chosen option:	
This is how I modified my plan when new information arose that required a change:	

Copyright © 2010 Intel Corporation. All rights reserved. Adapted with permission. Intel, the Intel logo and the Intel Education Initiative are trademarks of Intel Corporation or its subsidiaries in the U.S. and other countries. *Other names and brands may be claimed as the property of others.

Now what?

	Explanation—be specific. Use an extra sheet of paper if necessary.
This is my assessment of the results of my actions:	
These are my new actions or goals based on my learning:	*