

## Final Project Completion Checklist

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Utilize the checklist below to ensure you have completed each component of the final project as described in the instructions and followed the presentation (if you created one) and format guidelines before you submit your work. Also, it is recommended that you review the final project rubric and assess if your final project meets or exceeds the grading criteria.

### Project Components

My final project includes:

Any **parts** of my checkpoints 2 and 3 that relate to my final artifact:\*

- Original and/or revised artifact(s) and supporting documents that are necessary to understand the final project

An implementation plan. The plan addresses the following items:

- How I plan to implement the artifact(s)
- How I plan to evaluate its effectiveness

An analysis of my implementation plan and artifact(s). The analysis addresses the following items:

- My personal and professional goals
- Anticipated challenges during implementation
- Strategies to address challenges and continue with implementation
- Measures taken to consider the needs of my specific audience
- The knowledge and skills that I expect my audience to know and be able to do after engaging with the artifact(s)

### Presentation and Format

I have completed the following tasks to meet presentation and format guidelines:

Edited spelling, grammar, and punctuation

Included name and date

Integrated three outside resources

Implemented APA style for all citations (parenthetical and reference list)

Compiled all cited sources in a reference list.

Met word count and project length as outlined in the final project instructions document

Formatted document appropriately (e.g., font, titles, heading, page layout, page numbers). *See final project instructions document for a complete list.*

Formatted video appropriately (if applicable; e.g., name and date in the opening frame, outline or script of video content, notes pane utilized). See final project instructions document for a complete list.

Quality of document or video is professional and clear.

\* You do not need to submit your full Module 2 and 3 checkpoints with your final project.