

ACADEMIC PROJECT CHECKLIST

Questions for managing a long-term project	YES or NO?	If not, how will you address this?
Do you understand the expectations of the assignment or project?		
Is your project broken into manageable chunks?		
Have you considered sub-tasks?		
Are your tasks measurable?		
Have you incorporated your tasks into your calendar?		
Are you setting daily and/or weekly goals?		
Do you know how you'll go about accomplishing each task? If not, who can help?		
Have you identified resources to help with each step?		
Do you have strategies for holding yourself accountable to deadlines?		
Do you have a system or systems to help you keep track of new information, literature, and data?		