

**Outlook Unit 3 Portfolio Project 1 Preparing for the Project**



**Directions:** After you have finished your project, determine whether you have completed the criteria listed in the left column. Fill in the checklist in the shaded columns below and then turn the rubric in to your teacher along with your project.

Criteria	Student Checklist		Teacher Evaluation
	Completed	Not Completed	Comments
Created an Edutainment Project folder			
Created a Programming subfolder in the Edutainment Project folder			
Created an Art subfolder in the Edutainment Project folder			
Created a Content subfolder in the Edutainment Project folder			
Created a contact for each design team representative			
Created a distribution list called Design Team			
Added the appropriate contacts to the distribution list			
Asked your teacher for the e-mail addresses of three of your classmates			
Double-checked your work			

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