

**Outlook Unit 3 Portfolio Project 4 Set Up a Schedule**



**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
Used the date file Timeline to create a schedule			
Scheduled three team meetings			
Set three important deadlines			
Assigned each team member specific tasks			
Made sure the project would be completed before important items are due			
Double-checked your work			