

Outlook Lesson **2** **Challenge Yourself Project 11 So Much to Do!**



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 a task for ordering food from the caterers			
Created a task for doing an equipment inventory			
Created a task for finding out if the props person knows your location			
Created a task for making sure you have a permit for filming downtown			
Assigned one of the tasks to someone			
Assigned another task to someone			
Used e-mail addresses provided by your teacher when assigning the tasks			