

PROJECT PORTFOLIO CHECKLIST

You will submit your Senior Project Portfolio upon completion of the product/performance stage of the Senior Project. You will also be responsible for submitting it during Senior Boards so that the judges may preview your work before you speak. In the portfolio you need to document your work on the project, submitting all of the forms and documents listed below.

Be sure to keep a log recording all of the time you spend working on your project. Although this is not a requirement, you may find it helpful when writing your progress reports. Five progress reports, which offer in-depth analysis of your experience with the Senior Project, are required. Be sure that you keep all of your work on the project in a safe place, so that compiling it will be a simple process before submission. Be careful to write well, use spell check, and edit effectively on all the portfolio documents. Often, students have done worthwhile projects, only to fail because they have not taken the time to check spelling, mechanics and formatting.

This portfolio will also allow the judges a "sneak preview" of who you are, what you did for your Senior Project and what skills and learning you have acquired. Based upon this initial introduction your portfolio gives, the judges can then ask related questions during the question and answer portion of Senior Boards.

Remember, your portfolio will give the judges a first impression of you. Make sure your first impression is a strong one. Spend some time sprucing up your portfolio contents. Clean up any errors or any items that are messy or unclear. Check to make sure the forms you have included are not sloppily written and that your materials are organized. Let yourself shine and let the judges begin to see how competent, skilled and capable you really are! Your portfolio contents should include all the items below typed and in order. You may check with your Senior Project teacher about other items you may want to include.

- ☐ Typed Cover page with Name, Teacher Name, and Period
- ☐ Typed Table of Contents with proper sections or pages #'s
- ☐ Typed Letter to the Judges
- ☐ Typed Senior Project Overview
- ☐ Original Project Proposal with all signatures
- ☐ Project Consultant Evaluation
- ☐ Typed Self-Evaluation of Project
- ☐ Typed Progress Reports—**minimum 5** accounting for all hours spent on project,
- ☐ Photo-documentation of project process and completion with typed captions
- ☐ Completed project if in print form or on videotape, computer disks, or anything which can be submitted in or with the portfolio.
- ☐ Typed Research paper—if completed.
- ☐ Typed Resume.
- ☐ Additional documentation items: anything extra you stated you would provide in approved proposal. Letters of recommendation from people you worked with; certificates or awards earned in the process of the project, Audience Evaluations for performances if part of project (3 minimum).