

EDIT 6210 Individual and Team Checklist for Sarah Grabowski

Required Studio Activities

(A report of your activities should be part of your EDIT 6210 web page)

Completed	
√	Studio orientation (class 1)
√	Project Management Workshop (class 2)
√	Mandatory class meeting (class 5)
Spring Break	Mandatory class meeting (class 10)
√	Studio Showcase Dress Rehearsal (class 14)
√	Studio Showcase (class 16)
√	Participate in one SIG (Indicate SIG: <u>Graphic Design</u>)
√	Informal Learning Activity #1 1 interactive museum: ElementK
√	Informal Learning Activity #2 1 interactive museum: Home Depot
√	Provide a minimum of 4 Desk Crits using form in Handbook (p. 37) More Desk Crits are highly recommended!
√	Provide at least 10 hours of service to non-profit group/s. To get credit, you must enter these into the studio service database.
√	Serve on the Blue Sock Award Committee

Team Project Documentation

(Only 1 set of documentation is required for the whole team, linked from the team website.)

Completed	
√	15/5 project reports (weekly starting in week 2)
√	1. Needs Assessment Report
√	2. Objectives List and Content/Task Analysis
√	3. Project Time Line
√	4. Learner and User Profile
√	5. Treatment Rationale and Description
√	6. Hardware/Software Specifications
√	7. Screen Design Specifications
√	8. Formative Evaluation Plan
√	9. Flowchart and Storyboards
√	10. Client Sign-Off Forms
√	11. Formative Evaluation Report
√	12. Project Activity Logs Analysis
√	13. Installation and User Documentation
√	14. Project Extension Proposal