

Virtual Ambassador Project Management Checklist

Directions: Use the questions to guide your work on the project.

What do I know now?

	Explanation—be specific. Use an extra sheet of paper if necessary.
These are the questions I asked myself to help me think about what I know:	
This is how I organized my current knowledge:	
These are the predictions I made about what I think I am going to learn:	

What are my options?

	Explanation—be specific. Use an extra sheet of paper if necessary.
These are the possibilities I identified:	
These are the options I explored:	
These are the choices I made:	
These are the opportunities I created:	

What do I need to find out?

	Explanation—be specific. Use an extra sheet of paper if necessary.
This is my research strategy plan:	
This is the necessary information I collected to make an informed decision:	

What choices will I make and how will I implement them? What goal setting strategies can I use now and in the future?

	Explanation—be specific. Use an extra sheet of paper if necessary.
This is how I will synthesize the information into my own thoughts:	
This is how I will communicate the information thinking about my audience and purpose:	
This is my plan of action to pursue my chosen option:	
This is how I modified my plan when new information arose that required a change:	

Now what?

	Explanation—be specific. Use an extra sheet of paper if necessary.
This is my assessment of the results of my actions:	
These are my new actions or goals based on my learning:	