ACADEMIC PROJECT CHECKLIST

Questions for managing a long-term project	YES or NO?	If not, how will you address this?
Do you understand the expectations of the assignment or project?	Yes No	
Is your project broken into manageable chunks?	Yes No	
Have you considered sub-tasks?	Yes No	
Are your tasks measurable?	Yes No	
Have you incorporated your tasks into your calendar?	Yes No	
Are you setting daily and/or weekly goals?	Yes No	
Do you know how you'll go about accomplishing each task? If not, who can help?	Yes No	
Have you identified resources to help with each step?	Yes No	
Do you have strategies for holding yourself accountable to deadlines?	Yes No	
Do you have a system or systems to help you keep track of new information, literature, and data?	Yes No	

Weingarten Center
UNIVERSITY of PENNSYLVANIA