

Outlook Lesson **3** **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 to order food from caterers			
Created a task to do equipment inventory			
Created a task to find out if props person knows your shooting location			
Created a task to make sure you have a permit for filming downtown			
Used e-mail addresses provided by your teacher to assign two of the tasks to others			
Created a new Word document			
Defined the word priority			