



# Project Planning Review Checklist

**Instructions:** Before beginning a project with youth, program staff should review the written project plan with the items on the Pre-project Checklist (below). Revise and improve any items in the project plan identified in the “needs work” category.

After a project is complete, meet with staff to debrief. Review the Post-project Checklist (below) and determine which items are strong, OK or need work. Flag the items in the needs work category to improve during the next project.

Pre-Project Checklist	Strong	OK	Needs Work
Engaging			
Attuned to youth interests, input			
Feasible (i.e., fit youth and staff skills, timeline, resources)			
Age appropriate			
Clear objectives			
Activities linked to objectives			
Objectives linked to learning for success in school			
Demonstration of learning established			
Review times scheduled			
Culminating event process planned			
Post-Project Checklist			
Demonstration of learning showed youth skills, knowledge, and/or development			
All students participated in culminating event(s)			
Demonstrations showed achievement of objectives			
Culminating event well planned and carried out			
Review and reflection conducted			
Documentation of learning shared			
Parents, partners, volunteers surveyed for satisfaction			
Youth surveyed for satisfaction, outcomes			
Project plan, implementation, results reviewed by staff			
Revisions made			
Learning documented as necessary			

