CCP IMPLEMENTATION CHECKLIST

NECESSARY? YES	NECESSARY? NO		COMPLETE
☐	☐	Confirm Learning Targets With IC	☐
☐	☐	Essential Skills/Portrait of a Grad Poster/Handout	☐
☐	☐	Client Onboarding/Ask Information/Letter/Email	☐
☐	☐	Project Timeline	☐
☐	☐	Project Application	☐
☐	☐	Plan for Student Showcase	☐
☐	☐	Learning Resources	☐
☐	☐	Assessment/Grading Plan	☐
☐	☐	Project Overview Handout	☐
☐	☐	Project Management Tool(s) - Teacher Use	☐
☐	☐	Parent Permission and/or Information/Letter/Email	☐
☐	☐	Communication Protocol	☐
☐	☐	Time Reporting System	☐
☐	☐	Plan for Social Media Updates	☐
☐	☐	Financial Tracking System	☐
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NECESSARY? YES	NECESSARY? NO		COMPLETE
☐	☐	Posted Learning Standards/Targets	☐
☐	☐	Meet with RWL Coordinator Regarding Plan	☐
☐	☐	SME Onboarding Info/Letter/Email	☐
☐	☐	Project/Team Assignment System	☐
☐	☐	Plan for Student Reflection(s)	☐
☐	☐	Student Feedback System	☐
☐	☐	Use of AI in Project Work	☐
☐	☐	Confirm Plan with IC/Admin	☐
☐	☐	Project Process Guidelines	☐
☐	☐	Project Management Tool(s)—Student Use	☐
☐	☐	Team Agreement Template	☐
☐	☐	Travel Protocol	☐
☐	☐	Technology Info/Protocol	☐
☐	☐	Client Feedback System	☐
☐	☐	Conflict Resolution Plan	☐
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