EXCEL PROJECT MANAGEMENT CHECK LIST

This is a check list for ensuring you follow the right steps and check that you have completed all of the tasks. Check it off, if it is done ☑

Peer Marker Name:

#	Task	Description	Self	Peer	Teacher	Weight
1	Using Excel	Understand how to make entries, edit sheets, copy sheets, and print to pdf				
2	Excel as a project management tool	Using Excel as a project management system for documentation, design log and notes, materials/costs and suppliers, peer expert organization, and robotic design resources.				
3	Personal Mgmt. done	Fill in all 'experts' in each of the robotic engineering background fields for future support.				
4	Gantt chart review on course breakdown	Reviewed and understand how to read, bar graph with timeline, to keep on track with related tasks and course projects.				
5	Gantt chart review on robot design process	Reviewed and understand how to read the bar graph with the timeline for a clear view on the robot design process to keep yourself on track with projects and timelines.				
6	Design log up-to-date	Design log, fully-filled in daily with process covered each day, hours spent "working on class work" at school and at home, filled in at least, one knowledge, skill, and /or value and last, an optional reflection to support post design reports and records of your design process.				
7	Material sheet updates	Material cost sheet to be filled out with parts and/or raw materials used on your sample and custom-robot model (separate sheets) as you build your model.				
9	Robotic digital resources recorded	Throughout the course, any related digital robotic design resources you have found useful are to be organized and recorded here to show research, learning, and process.				
10	Decision Matrix	Make use of a simple matrix to find the best decision, by listing the possibilities and a value to common characteristics to solve a complex decision.				