

Engineering Go For it! Checklist

Complete	List of Tasks to Complete	Verify this step is complete
	Document Requirement, Materials, Procedure	
	Write a concise list of the requirements of the project. This will be included in the description of the project on www.eGFIk-12.org . You may need to read the project description to understand the requirements but they are included in all project descriptions For instance: Build an 8 inch model of a canoe that can stay afloat for 3 minutes.	Journal check: Dated journal entry detailed project requirement(s).
	Write the list of materials, including amounts, to be used for the project.	Journal check: Dated journal entry with complete list of materials.
	Write the procedure for building your project, if included.	Journal check: Dated journal entry indicating any procedure you will follow to build your project.
	Build Your Project	
	Design and build your project by first sketching and writing notes about it in your journal. Use your journal to help you build your design. Use any references on the eGFI web site to help you but be sure to write notes in your journal and reference any sources you used to help you with your design,	Journal: Dated journal entry/ies documenting your work while you designed and built your project.
	Test Project Against Requirement(s)	
	Test your project against the requirements.	Journal check: Dated journal entry/ies indicating observations from testing and any changes you made to your design and re-tests done until your project meets the requirements.
	Include pictures/drawings/sketches/times in journal for proof of your testing. (Keep copies of pictures to include on your display board.) Try not to have your face in the pictures.	Journal check: Dated journal entry/ies showing proof that testing is complete.

Complete	List of Tasks to Complete	Verify this step is complete
	Write Report and Abstract	
	Set up outline for written report using the Step Up To Writing format for outlines.	Journal check: Dated journal entry containing an outline for your report.
	Write a draft of your report using your Step Up To Writing outline and information found on school web site.	Journal check: Hand written DRAFT REPORT written in dated journal entry/ies.
	Update research by adding questions AND finding the answers for any questions you came up with while performing your analysis or while writing your report. REMEMBER TO ALWAYS DOCUMENT SOURCES.	Journal check: Answers to questions written in data journal entries along with source citation. Or, dated journal entry indicating you have no further questions regarding this subject.
	Write Abstract Draft according to information provided on school web site..	Journal check: Hand written draft of abstract written in journal.
	Project Review	
	Locate the rubric for the eGFI project on the school web site and make sure your project addresses all items listed. Update your journal and report as needed.	Dated journal entry indicating you have reviewed your project against the rubric for an eGFI project,
	Type Report and Assemble Tri-Board	
	Type Report including any changes indicated in hand written draft. DO NOT PUT NAME OR SCHOOL ON REPORT, ONLY NUMBER AND GRADE.	TYPED REPORT.
	Type Abstract. DO NOT PUT NAME OR SCHOOL ON ABSTRACT, ONLY NUMBER AND GRADE.	TYPED SINGLE PAGE ABSTRACT
	Assemble tri-board. DO NOT PUT NAME OR SCHOOL ON FRONT OF TRI-BOARD; ONLY WRITE NUMBER AND GRADE ON BACK.	Tri-Board