



Project Management  
Submission and Feedback Process  
Arizona Future City 2020-2021

# External Submission and Feedback Process View

projectplan @ futurecityarizona.org



**Subject Line:** School Name, Teacher Name, Deliverable Number, Submission

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# Future City Requirements and Deliverables

- Please identify the team's project manager in the first submission.
- Templates on Page 44, 48, 50, 52
- [futurecity.org/resources](http://futurecity.org/resources)
- Due Dates
  - Deliverable 1 –
    - Dec. 4, 2020
  - Deliverable 2 –
    - Dec. 4, 2020
  - Deliverable 3 –
    - Jan. 11, 2021
  - Deliverable 4 –
    - Feb. 5, 2021
  - Final –
    - Feb. 5, 2021

<b>Part 1: Set Goals</b>	
Was the supplied template used?	
Are all sections completed?	
Do the resources, constraints, assumptions appear reasonable?	
Are the two goals related to running a project, not the city?	
Were revisions documented?	
<b>Part 2: Create a Schedule</b>	
Was the supplied template used?	
Are all deliverables documented?	
Are there tasks for each deliverable?	
Are the tasks sequenced?	
Are each of the tasks realistically estimated?	
Are team members assigned?	
Are dates assigned to complete all tasks by the due dates?	
Is the Schedule in an acceptable format?	
Were revisions documented?	
Is the entry in the form of a photo, drawing, or other acceptable format?	
<b>Part 3: Conduct Check In Sessions</b>	
Was the supplied template used?	
Was this an actual report which was used?	
Was each requirement for that phase of the project discussed?	
Were revisions to the schedule documented?	
<b>Part 4. Reflect on the Project</b>	
Was the supplied template used?	
Did all team members participate?	
Did the response answer the question?	
<b>Final Submission</b>	
Are all four parts in one Document?	
Is the file saved as a PDF?	
Is the final document uploaded to the online submission center by the deadline?	

