

Engineering Notebook Checklist

The following checklist represents the kind of documentation that normally appears in an engineering notebook. This is a great starting place, but feel free to add or modify what you feel you need in order to fully document the EDP. The Assigned To column simply means that the student is responsible for making sure the necessary information is there and that it is included in the notebook. Multiple students can work on any one form or document and many are assigned to all. Samples of the forms indicated with an asterisk are included in this appendix. Use the forms included in grades 5-12 with modifications for project complexity and project-specific questions if needed.

| Name of Form | Assigned To | Date Completed | Initials |
|-------------------------------------|-------------|----------------|----------|
| Jobs and Responsibilities | | | |
| Background Research | | | |
| Ranking Criteria | | | |
| Brainstorming Summary* | | | |
| Design Ranking* | | | |
| Initial Design Plan* | | | |
| Project Task Planner* (or timeline) | | | |
| Detailed Sketch or Key Feature | | | |
| Materials List | | | |
| Daily Summary* | | | |
| Prototype Feedback | | | |
| Prototype Testing | | | |
| Design Modification Request* | | | |
| Final Design Summary* | | | |

* Visit go.SolutionTree.com/21stcenturyskills to access all the forms that appear here with asterisks.