EvaluATE
Evaluation Resource Center for advanced technological education

Project Resume Checklist
by Emma Perk | May 2015 DRAFT

This checklist is designed to help project staff create a project resume. A project resume is a list of all key project activities and products. Tracking this information over the life of a project will make it easier to complete annual reports, apply for future funding, and respond to information requests. Make the resume easy to find on the project's website, such as in the "About" section. For a more dynamic resume, include links to supporting documents, staff biographies, or personal Web pages; this will allow users to quickly locate items referenced on the project's resume. For an example of a project resume see bit.ly/EvaluATE-Resume.

Front Matter
This section should provide the basic details of the project at a glance.
- ☐ Project name
- ☐ Project logo
- ☐ Website URL
- ☐ Phone number
- ☐ Institutional name (where project is housed)
- ☐ Institutional logo(s)
- ☐ Grant number
- ☐ Funder's logo(s) (e.g., NSF)

Purpose
Use this section to document the project's overall purpose. If available, include the following:
- ☐ Purpose statement
- ☐ Mission
- ☐ Vision
- ☐ Project goals/objectives

Funding
Identify the project's funding source(s). Identify each grant, contract, or donation, including the following information:
- ☐ Years funded (including any no-cost extensions)
- ☐ Value of award
- ☐ Sponsor/funder

Staffing
Use this section as a quick reference point for staff time on the project. To make staff time on a project easy to digest, convert it into one number. You can do this by converting all staff time into full-time equivalent (FTE.).
- ☐ Total staff time on project (use FTE to report)

Facilities, Equipment, and Other Resources
List any specialized facilities or equipment that were purchased/upgraded with project funds. This information helps demonstrate the project's capacity for teaching, research, and development.
- ☐ Technical instruments
- ☐ Lab facilities

Activities and Products

List all project activities, such as professional development materials, reports, journal articles, books, newsletters, videos, training activities, and presentations. Use a consistent reference style and include the following:

- ☐ Presenter(s)/author(s)
- ☐ Date
- ☐ Title
- ☐ Event venue and location (if applicable)
- ☐ Publisher information (if applicable)

    Example:

    Perk, E., & Wingate, L. (2015, January). *Jurassic learning for the ages.* Presentation at the Walker Institute Conference, Kalamazoo, MI.

Personnel

Here you can highlight the project's human resources. Make sure to include all staff, students, advisory committee members, contributors, consultants, and collaborators. Include the following information:

Staff
- ☐ Name
- ☐ Dates on project
- ☐ Position

Students
- ☐ Name
- ☐ Dates on project
- ☐ Position (e.g., associateship, internship, hourly staff, work-study)

Advisory Committee
- ☐ Name
- ☐ Dates on project
- ☐ Institution

Contributors, Consultants, and Collaborators

Identify individuals and/or organizations that have contributed to the project. If the project has many collaborators, group them in categories. Include the following information:

- ☐ Name
- ☐ Institution
- ☐ Date(s) of contributions
- ☐ Type of contribution (external evaluator, advisor, coauthor, etc.)

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[1]FTE can be calculated by taking the total staff hours per week on a project and dividing by 40 hours. Example: 32 hours on a project divided by 40 hours is 0.8 FTE. Calculate FTE for all project staff, and then add up for the total staff time of project. This will give you one number to represent the total staff time on the project.

To learn more about project resumes and their uses, see:

Smith, N. L., & Florini, B. M. (1993). The project vita as a documentation and evaluation tool for large-scale research and development projects. *Evaluation and Program Planning*, *16*(1), 49-53. Available from bit.ly/project-resume.