

# Checklist for Enterprise/Action Plan

Ensure you can tick each statement before you hand up your enterprise/action plan for correction. If any statement cannot be ticked, make the necessary changes.

Is your plan word-processed?

Did you check the word count – is it between 300 and 600 words?

Is your plan written in the future tense (with the exception of the “Analysis of Research Methods” section which must be written in the past tense)

Have you been consistent in your use of punctuation, capitals, font, underlining, etc.?

Have you corrected any spelling and grammar errors?

Did you state your name as the author?

Have you checked the layout and presentation?

Have you stated the title and purpose of the plan?

Did you state at least three objectives?

Have you included at least one personal objective as well as group objectives?

Have you stated at least three research methods? (showing what you need to do in order to carry out your plan)

Did you analyse each research method you carried out and clearly state the outcomes using the past tense?

Have you stated the action steps you will now need to take to complete the activity?

Did you state how long each of these action steps will take?

Did you use the future tense throughout?

Have you stated any costs involved?

Have you written full sentences?

Did you state what evaluation methods you will put in place to achieve this?

Did you state how you will know if you achieve your objectives?

Have you linked all the evaluation methods you will use to your objectives?

Proof read your enterprise/action plan once again before including it in your portfolio. Make any corrections necessary. Remember to submit your best enterprise/action plan for assessment.